iMASS Technologies

JOB SCREEN

# USER MANUAL

# Contents


**1.0 CLIENT SPLASH ..... 2**

1.1 Adding a Candidate ..... 4
1.2 Finding Existing Candidates ..... 6
*1.2.1 Candidate Summary ..... 7*
*1.2.2 Modify Candidate Details ..... 8*
*1.2.3 Candidate Withdrawn ..... 9*
*1.2.4 Remote Access Details ..... 10*
*1.2.5 Start Questionnaire ..... 11*
*1.2.6 Paper Based Questionnaire ..... 12*
1.3 Finding Candidates Awaiting Approval ..... 13
*1.3.1 Approve Candidate ..... 13*
*1.3.2 Withdraw Candidate ..... 14*
1.4 Finding Ongoing Candidates ..... 14
*1.4.1 Completed Candidate Summary ..... 15*
1.5 Finding Completed Candidates ..... 16
*1.5.1 Completed Candidate Summary ..... 17*
1.6 Questionnaire Administration ..... 18
*1.6.1 Add A Questionnaire Template ..... 19*
*1.6.2 Edit A Questionnaire Template ..... 22*
1.7 Job Definition Forms ..... 24

**2.0 REMOTE QUESTIONNAIRE LOGIN ..... 25**

**3.0 QUESTIONNAIRE ..... 26**

3.1 Disclaimer ..... 26
3.2 Modify Candidate Details ..... 28
3.3 Candidate Summary ..... 29
3.4 Add Candidate GP Details ..... 30
*3.4.1 Modify Candidate GP Details ..... 31*
3.5 Add Candidate Height and Weight Details ..... 32
*3.5.1 Modify Candidate Height and Weight Details ..... 33*
3.6 Add Candidate Smoking and Alcohol Details ..... 34
*3.6.1 Modify Candidate Smoking and Alcohol Details ..... 36*
3.7 Candidate Summary ..... 37
3.8 Questions ..... 38
3.9 Question Summary ..... 41
3.10 Modify Answers ..... 42
3.11 Questionnaire Complete ..... 44

**4.0 CONTACT US ..... 45**

**5.0 FAILED SCREEN ..... 46**

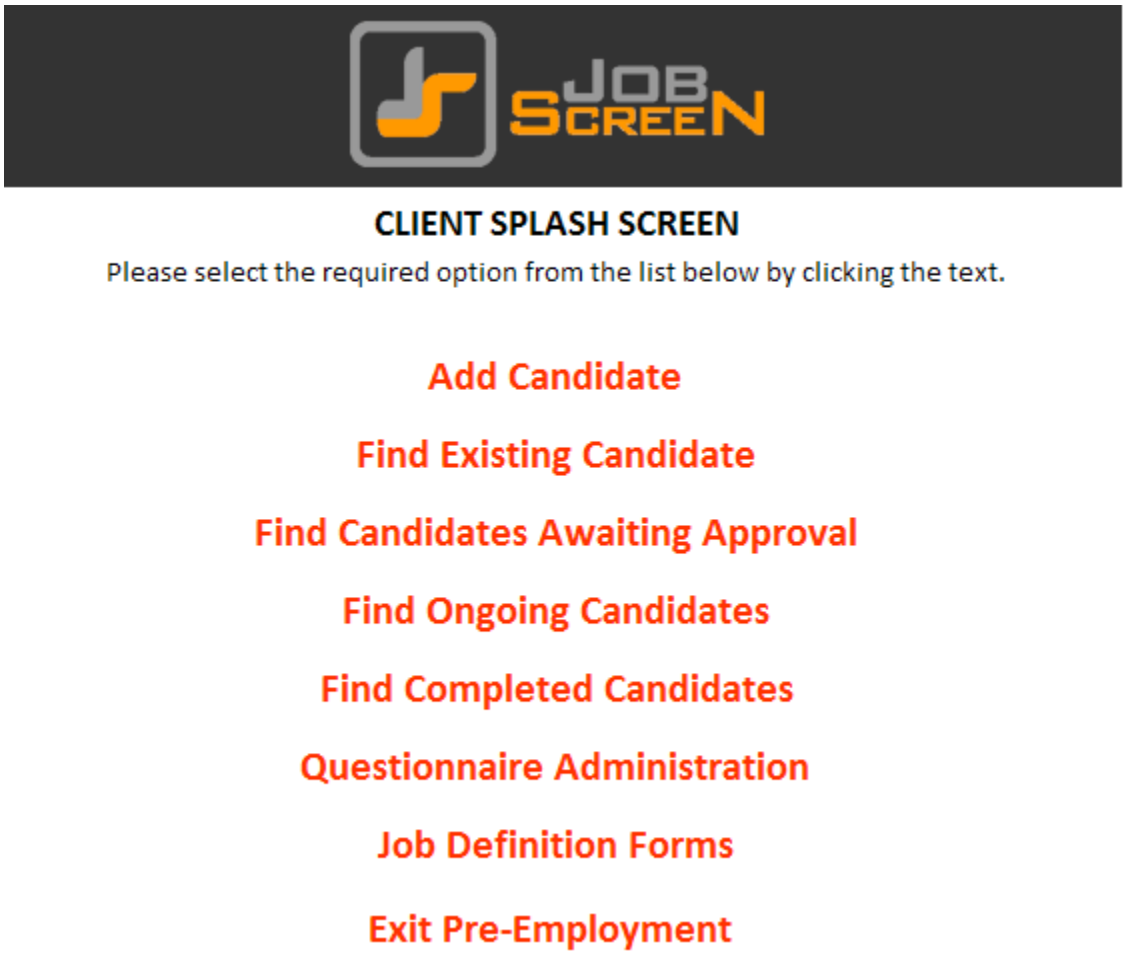
5.1 Login Failed ..... 46
5.2 Unauthorised Access ..... 47
5.3 Error ..... 48
5.4 Questionnaire Completed ..... 49

**APPENDICES ..... 50**

Appendix 1.0 Validation ..... 51
Appendix 2.0 Calendar ..... 52
Appendix 3.0 Candidate Status ..... 53
Appendix 4.0 Tables ..... 54

# 1.0 Client Splash

The 'Client Splash' screen displays the different pre employment sections of the system that can be accessed depending on the role that has been given. A complete list is shown below:




This screen contains seven different options. (Please note: not all of these may be available to you, dependant on user level):

1. Add Candidate – Transfer to a page where a candidate can be added onto the system, so that later, they can start a questionnaire.

2. Find Existing Candidate – Transfer to a page where the details of candidates who have been added to the system but have yet to complete the questionnaire can be viewed.

3. Find Candidates Awaiting Approval – Transfer to a page where the details of candidates who have completed the questionnaire and are awaiting approval before their details are processed can be viewed.

4. Find Ongoing Candidates – Transfer to a page where details of candidates who have completed the questionnaire and are currently pending a medical opinion.

5. Find Completed Candidate – Transfer to a page where the details of candidates who have completed the pre employment process.

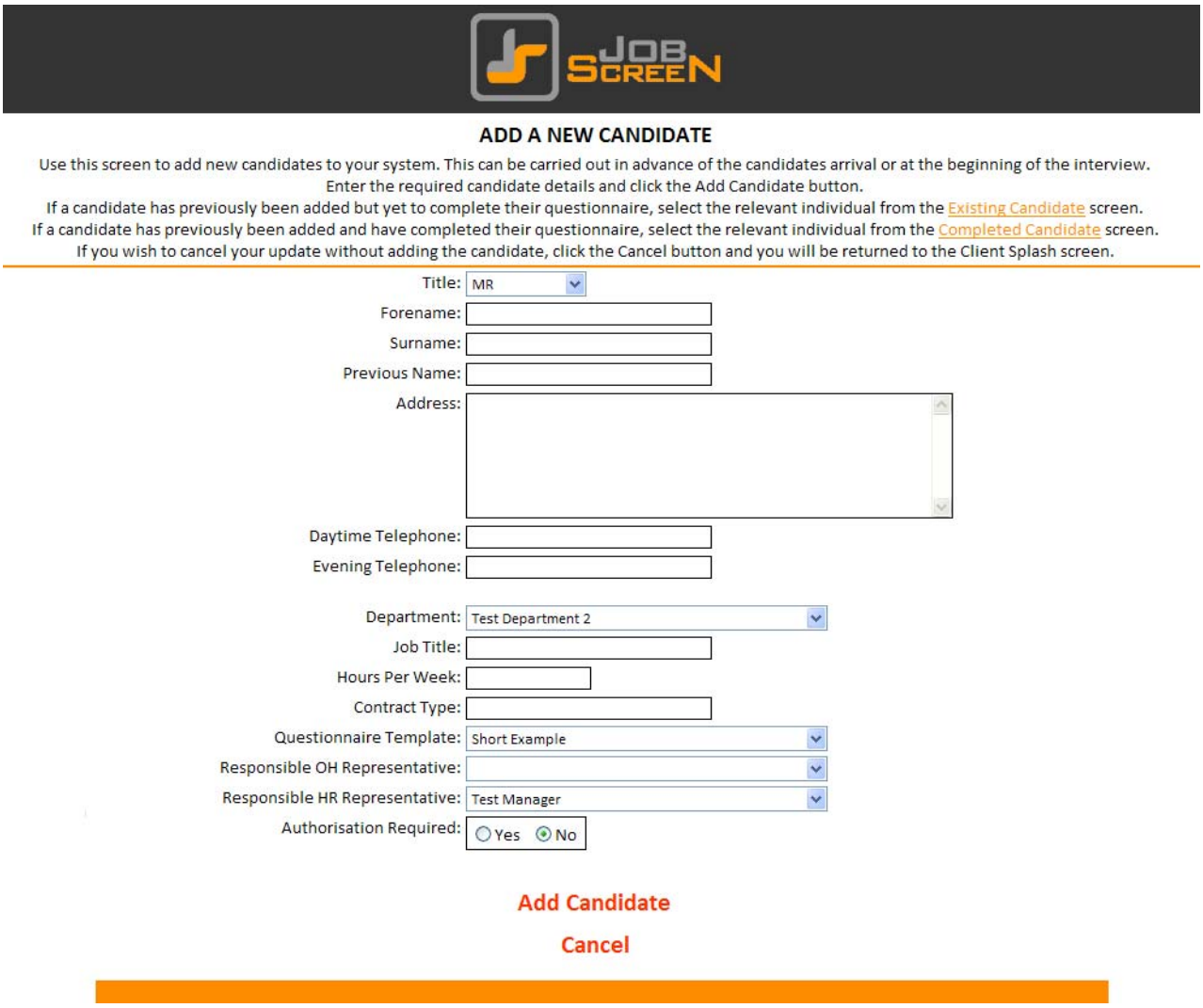
6. Questionnaire Administration – Transfer to a page where questionnaire templates can be added and/or amended on the system.

7. Job Definition Forms - Transfer to a page where the questionnaire templates can be viewed/printed/emailed

8. Exit Pre-Employment – Exits the pre employment Job Screen section and returns to the main menu screen.

## 1.1 Adding a Candidate

To add a new candidate onto the Job Screen system enter details into the spaces provided, shown below.

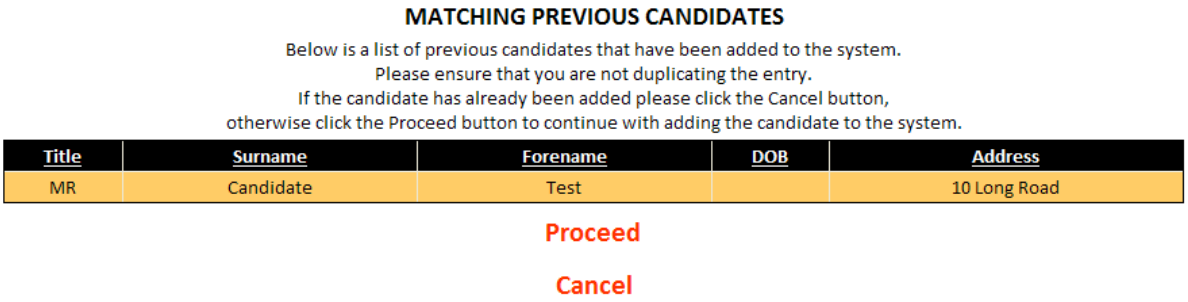

JOB SCREEN
ADD A NEW CANDIDATE
Use this screen to add new candidates to your system. This can be carried out in advance of the candidates arrival or at the beginning of the interview.
Enter the required candidate details and click the Add Candidate button.
If a candidate has previously been added but yet to complete their questionnaire, select the relevant individual from the Existing Candidate screen.
If a candidate has previously been added and have completed their questionnaire, select the relevant individual from the Completed Candidate screen.
If you wish to cancel your update without adding the candidate, click the Cancel button and you will be returned to the Client Splash screen.
Title: MR
Forename:
Surname:
Previous Name:
Address:
Daytime Telephone:
Evening Telephone:
Department: Test Department 2
Job Title:
Hours Per Week:
Contract Type:
Questionnaire Template: Short Example
Responsible OH Representative:
Responsible HR Representative: Test Manager
Authorisation Required: Yes No
Add Candidate
Cancel

The information that is entered will be validated to ensure that only values of the correct format are inputted. If a value is entered that is incorrect an error message will be displayed (Appendix 1.0), stating where the error has occurred and why.

The authorisation required questions allows the person adding the candidate to determine whether the candidate has to be approved by a member of the clients team before their application is processed. This will allow the candidate to complete the questionnaire as usual but at the end of the questionnaire their answers will not be processed immediately. Instead, the recruiting manager will receive an email notifying them that they need to login to the system and approve the candidate (Section 1.4) before the questionnaire details are processed.

To add the candidate's details onto the system, once all the details have been entered click the 'Add Candidate' button.

If there is already a candidate that has been added onto the system which closely matches the details of the candidate being added (same surname and first 3 letters of forename) then the following box will appear, listing the closely matching candidate. If the candidate shown is not the candidate that is being added, click the 'Proceed' button. However if the candidate is the same as the new candidate that is being added, click the 'Cancel' button which will cancel adding the candidate and return to the client splash screen.



**MATCHING PREVIOUS CANDIDATES**

Below is a list of previous candidates that have been added to the system.
Please ensure that you are not duplicating the entry.
If the candidate has already been added please click the Cancel button,
otherwise click the Proceed button to continue with adding the candidate to the system.

| Title | Surname | Forename | DOB | Address |
|---|---|---|---|---|
| MR | Candidate | Test | | 10 Long Road |

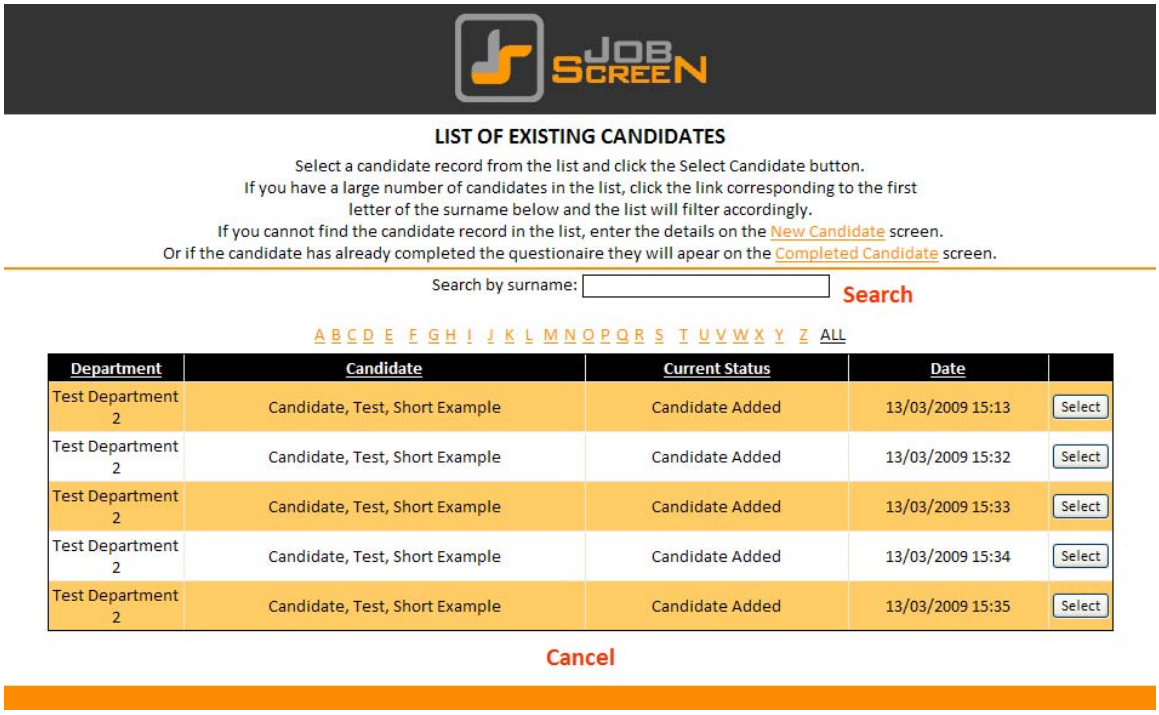
Proceed

Cancel

Once the candidate has been added successfully onto the system the user will be redirected back to the 'Client Splash' screen.

## 1.2 Finding Existing Candidates

The ‘List of Existing Candidates’ screen displays candidates who have been added onto the system but have yet to complete the questionnaire. Every candidate will have a current status which shows exactly how far the candidate has got with the online questionnaire (Appendix 3.0) and a date and time that this status was achieved.

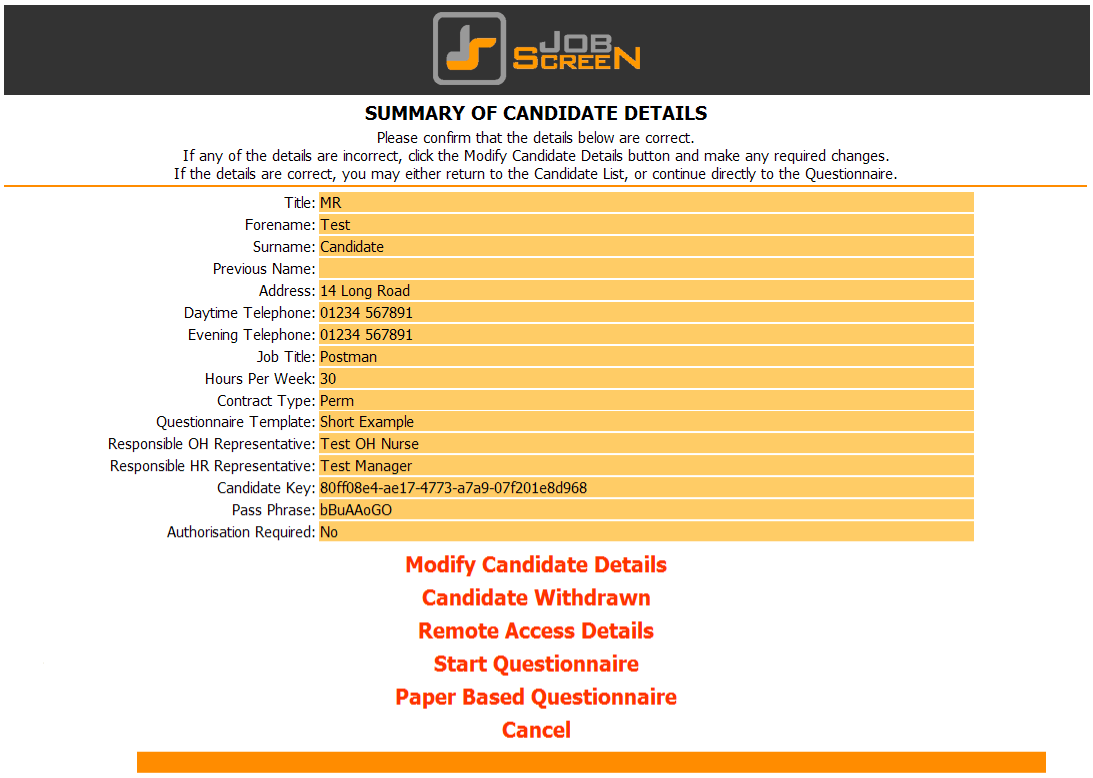

JOB SCREEN
LIST OF EXISTING CANDIDATES
Select a candidate record from the list and click the Select Candidate button.
If you have a large number of candidates in the list, click the link corresponding to the first letter of the surname below and the list will filter accordingly.
If you cannot find the candidate record in the list, enter the details on the New Candidate screen.
Or if the candidate has already completed the questionaire they will apear on the Completed Candidate screen.
Search by surname:
Search
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL
Department
Candidate
Current Status
Date
Test Department 2
Candidate, Test, Short Example
Candidate Added
13/03/2009 15:13
Select
Test Department 2
Candidate, Test, Short Example
Candidate Added
13/03/2009 15:32
Select
Test Department 2
Candidate, Test, Short Example
Candidate Added
13/03/2009 15:33
Select
Test Department 2
Candidate, Test, Short Example
Candidate Added
13/03/2009 15:34
Select
Test Department 2
Candidate, Test, Short Example
Candidate Added
13/03/2009 15:35
Select
Cancel

To select a candidate from the list and view the candidate summary page (Section 1.2.1) click the corresponding ‘Select’ button in the table.

To return to the client splash screen click the ‘Cancel’ button.

### 1.2.1 Candidate Summary

The ‘Summary of Candidate Details’ screen displays the general details about the selected candidate and displays the different options that can be carried out on the candidate record before the questionnaire is completed.


JOB SCREEN
SUMMARY OF CANDIDATE DETAILS
Please confirm that the details below are correct.
If any of the details are incorrect, click the Modify Candidate Details button and make any required changes.
If the details are correct, you may either return to the Candidate List, or continue directly to the Questionnaire.
Title: MR
Forename: Test
Surname: Candidate
Previous Name:
Address: 14 Long Road
Daytime Telephone: 01234 567891
Evening Telephone: 01234 567891
Job Title: Postman
Hours Per Week: 30
Contract Type: Perm
Questionnaire Template: Short Example
Responsible OH Representative: Test OH Nurse
Responsible HR Representative: Test Manager
Candidate Key: 80ff08e4-ae17-4773-a7a9-07f201e8d968
Pass Phrase: bBuAAoGO
Authorisation Required: No
Modify Candidate Details
Candidate Withdrawn
Remote Access Details
Start Questionnaire
Paper Based Questionnaire
Cancel

The ‘Candidate Summary’ page contains six different options:

1. Modify Candidate Details – Transfer to a page where the candidate details can be modified.

2. Candidate Withdrawn – Withdraw the candidate from the pre employment process.

3. Remote Access Details – Transfer to a page which displays the remote access details for the candidate which can be viewed, emailed and/or printed.

4. Start Questionnaire – Begin the questionnaire for the selected candidate. Firstly the user is required to re-enter their password, then the candidate can be left to complete the questionnaire on their own.

5. Paper Based Questionnaire – Get the candidate to complete the questionnaire via a paper based form, this has to be emailed from the system as a PDF.

6. Cancel – Cancel viewing the candidate summary screen and return to the complete list of existing candidates.

### 1.2.2 Modify Candidate Details

The 'Modify Candidates Details' page allows the user to modify the selected candidate's details that have been previously entered; the information can be changed as required (Shown below).

Any of the candidate details can be modified and will be validated in the usual way (Appendix 1.0).

JOB SCREEN
MODIFY CANDIDATES DETAILS
Use this screen to modify details of candidates already added to your system.
To modify any details, make the required changes and click the OK button.
Your changes will be reflected on the Candidate Summary screen.
Title: MR
Forename: Test
Surname: Candidate
Previous Name:
Address: 14 Long Road
Daytime Telephone: 01234 567891
Evening Telephone: 01234 567891
Department: Test Department 2
Job Title: Postman
Hours Per Week: 30
Contract Type: Perm
Questionnaire Template: Short Example
Department: Test Department 2
Job Title: Postman
Hours Per Week: 30
Contract Type: Perm
Questionnaire Template: Short Example
Responsible OH Representative: Test OH Nurse
Responsible HR Representative: Test Manager
Authorisation Required: Yes No
OK
Cancel

Once the details have been modified the changes can be committed to the system by clicking the 'OK' button,

To cancel making changes to the candidate details click the 'Cancel' button this will then return to the complete list of existing candidates.

### 1.2.3 Candidate Withdrawn

If the candidate is no longer required to complete the questionnaire after being added to the system, they can be withdrawn by clicking the ‘Candidate Withdrawn’ button.

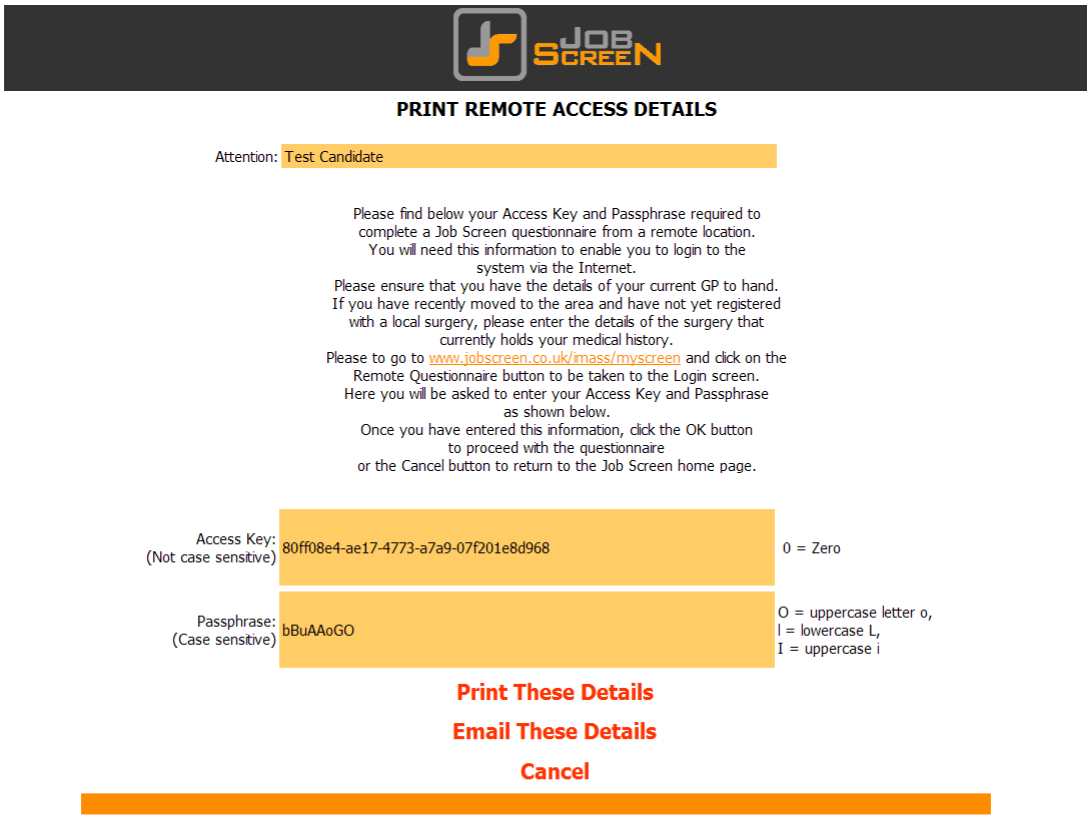
If this button is clicked then a confirmation message will appear to ensure that this is the candidate that is to be withdrawn.

If the candidate definitely needs to be withdrawn, click the ‘OK’ button and the candidate will be removed from the list of existing candidates.

Otherwise click the ‘Cancel’ button to stop from withdrawing the candidate.

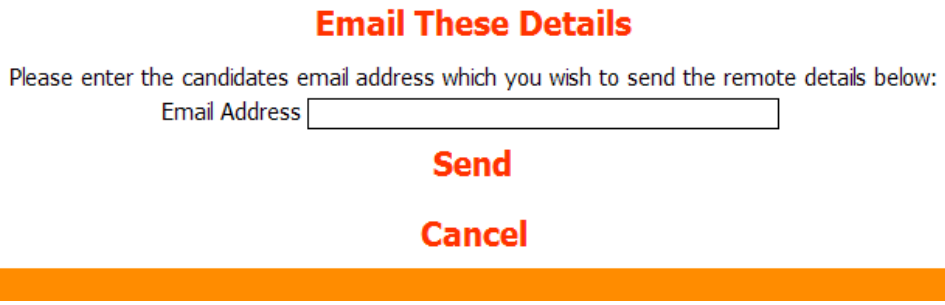
### 1.2.4 Remote Access Details

The ‘Remote Access Details’ page displays all the remote access details for the selected candidate. This includes instructions of how to complete a remote questionnaire as well as the ‘Access Key’ and ‘Passphrase’ that the candidate will have to enter to login to the system.


JOB SCREEN
PRINT REMOTE ACCESS DETAILS
Attention: Test Candidate
Please find below your Access Key and Passphrase required to complete a Job Screen questionnaire from a remote location.
You will need this information to enable you to login to the system via the Internet.
Please ensure that you have the details of your current GP to hand.
If you have recently moved to the area and have not yet registered with a local surgery, please enter the details of the surgery that currently holds your medical history.
Please to go to www.jobscreen.co.uk/imass/myscreen and click on the Remote Questionnaire button to be taken to the Login screen.
Here you will be asked to enter your Access Key and Passphrase as shown below.
Once you have entered this information, click the OK button to proceed with the questionnaire
or the Cancel button to return to the Job Screen home page.
Access Key: (Not case sensitive)
80ff08e4-ae17-4773-a7a9-07f201e8d968
0 = Zero
Passphrase: (Case sensitive)
bBuAAoGO
O = uppercase letter o,
l = lowercase L,
I = uppercase i
Print These Details
Email These Details
Cancel

This information can also be printed by clicking the ‘Print These Details’ button. A print box will appear giving the options of selecting how the page is to be printed (Printer, Landscape, Portrait, Colour, etc.). Once the preferences have been selected, click the ‘Print’ button for the page to be printed. This information can then be given to the candidate and includes all they need to complete the questionnaire remotely.

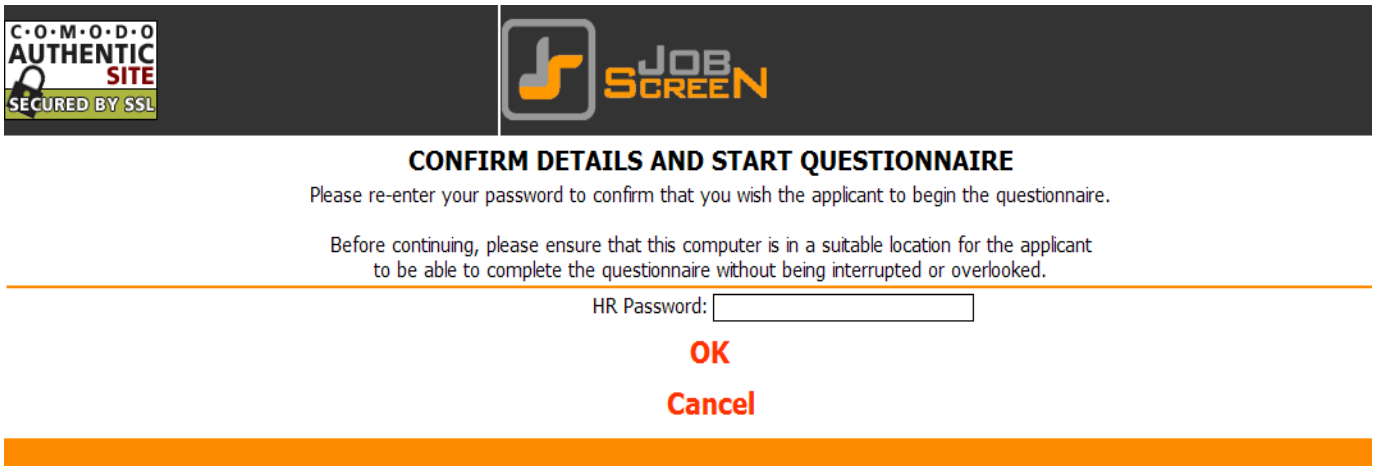
Another option for the remote access details is to email them as a PDF to a users email address by clicking the 'Email These Details' button. Then all that is required is to enter the email address of the recipient into the box provided. To send these details, click the 'Send' button. Alternatively cancel sending the email by clicking the 'Cancel' button.


Email These Details
Please enter the candidates email address which you wish to send the remote details below:
Email Address
Send
Cancel

### 1.2.5 Start Questionnaire

If the candidate is to complete the questionnaire from within the client's department, click the 'Start Questionnaire' button then the following page will be displayed.

To proceed, the recruiting manager is required to re-enter their password in the space provided to confirm that the candidate is about to start the correct questionnaire.


COMODO AUTHENTIC SITE SECURED BY SSL
JOB SCREEN
CONFIRM DETAILS AND START QUESTIONNAIRE
Please re-enter your password to confirm that you wish the applicant to begin the questionnaire.
Before continuing, please ensure that this computer is in a suitable location for the applicant to be able to complete the questionnaire without being interrupted or overlooked.
HR Password:
OK
Cancel

Once the password has been entered, click the 'OK' button to proceed. This action can be cancelled and returned to the 'Candidate Summary' screen by clicking the 'Cancel' button.

The HR password is required to be entered; otherwise an error message will appear (Appendix 1.0).

If the password has been entered correctly and this is the first time that the candidate has logged in then a disclaimer will be displayed. Otherwise if the candidate has previously started the questionnaire it will return to where they left the system.

This is the section of the system where the recruiting manager would leave the candidate to complete their questionnaire.

The actual questionnaire process can be seen in Section 3.0.

### 1.2.6 Paper Based Questionnaire

Candidates can choose to complete a paper based questionnaire which can be produced from the system.

To produce a paper based questionnaire click the ‘Paper Based Questionnaire’ button and the following screen will be displayed.

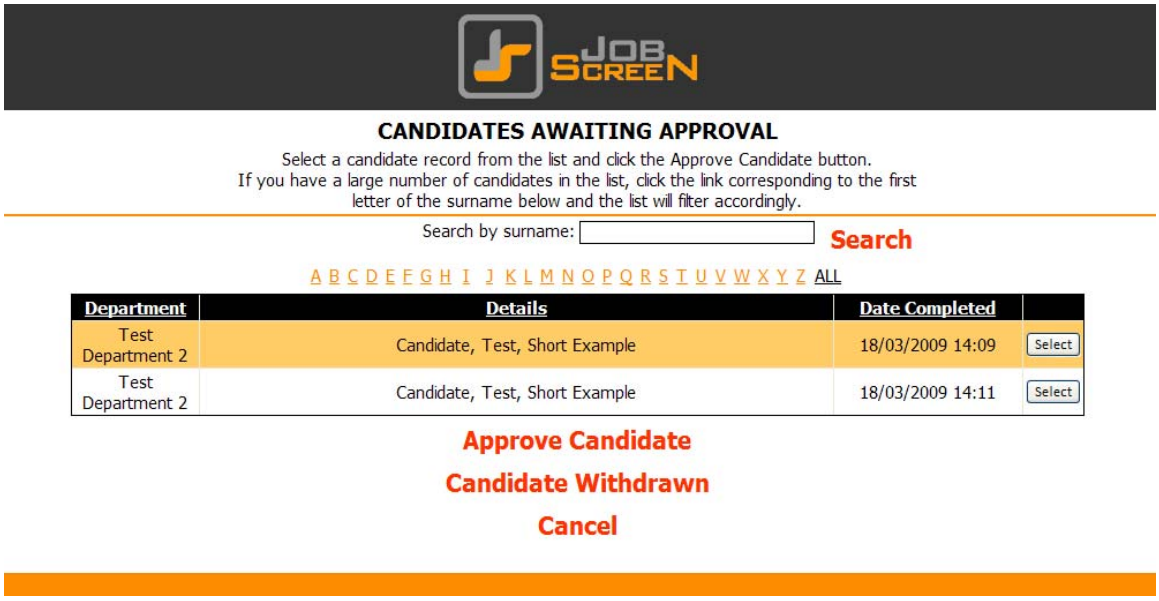
JOB SCREEN
PAPER BASED QUESTIONNAIRE
Please enter the email address which you wish to send the paper based questionnaire below:
Email Address
Send
Cancel

The paper based questionnaire page has to be sent out from the system by being emailed out. The recipients email address can be entered in the textbox shown above. Once a valid email address has been entered click the ‘Send’ button to send the paper based questionnaire as a PDF attachment. The email address is validated so that an address must be entered and it must be a valid address (text@text.text), this is validated in the usual format (Appendix 1.0)

To cancel sending the email, click the ‘Cancel’ button.

## 1.3 Finding Candidates Awaiting Approval

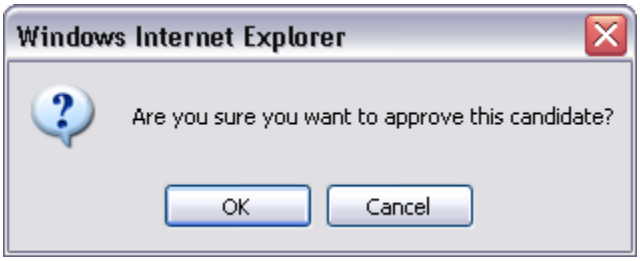
The ‘Candidates Awaiting Approval’ page displays candidates who have completed their questionnaires but are awaiting approval before being processed. Every candidate will have a date and time that they completed their questionnaires.


JOB SCREEN
CANDIDATES AWAITING APPROVAL
Select a candidate record from the list and click the Approve Candidate button.
If you have a large number of candidates in the list, click the link corresponding to the first letter of the surname below and the list will filter accordingly.
Search by surname:
Search
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL
Department
Details
Date Completed
Test Department 2
Candidate, Test, Short Example
18/03/2009 14:09
Select
Test Department 2
Candidate, Test, Short Example
18/03/2009 14:11
Select
Approve Candidate
Candidate Withdrawn
Cancel

### 1.3.1 Approve Candidate

To approve a candidate first select the candidate from the list of ‘Candidates Awaiting Approval’ then click the ‘Approve Candidate’ button.

A message box will then be shown which is used to double check that the candidate is the one that is being approved. If this is the candidate that is to be approved click the ‘OK’ button, otherwise cancel approving the candidate by clicking the ‘Cancel’ button.




Once the candidate has been approved they will be removed from the list of candidates awaiting approval and their questionnaire will be processed.

### 1.3.2 Withdraw Candidate

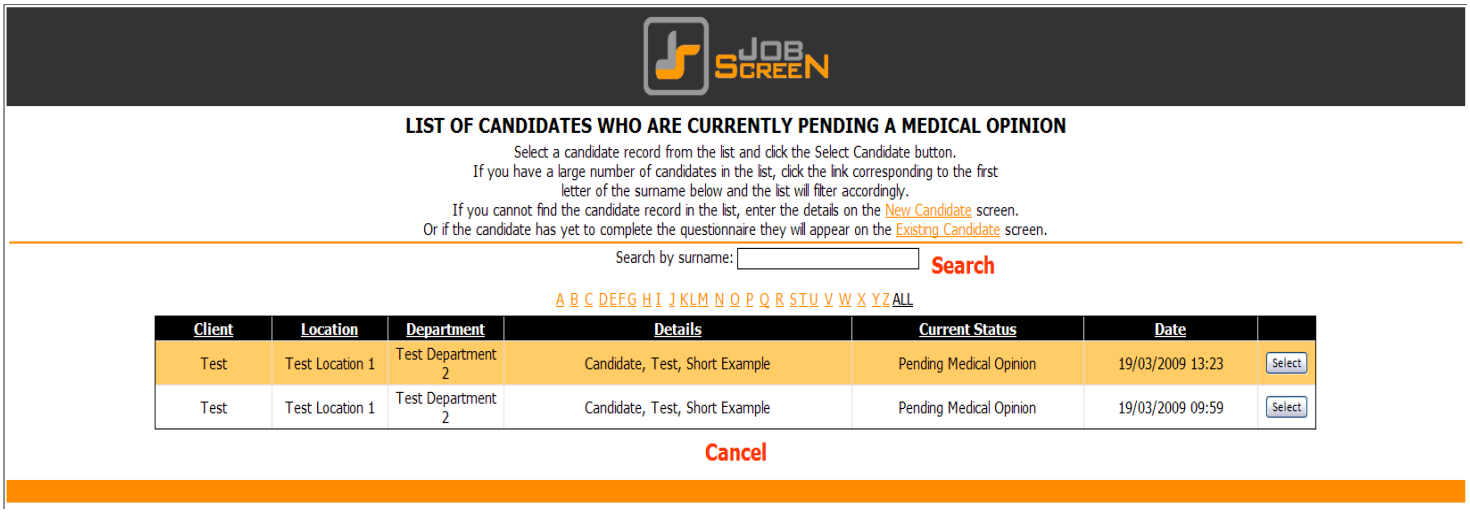
To withdraw a candidate from the system first select the candidate from the list of candidates awaiting approval then click the 'Candidate Withdrawn' button.

A message box will then be shown which is used to double check that the candidate is the one that is to be withdrawn. If this is the candidate to be withdrawn click the 'OK' button, otherwise cancel withdrawing the candidate by clicking the 'Cancel' button.

Once the candidate has been withdrawn they will be removed from the list of candidates awaiting approval.

## 1.4 Finding Ongoing Candidates

The 'List Of Candidates Who Are Currently Pending A Medical Opinion' screen displays candidates who have completed their questionnaires and are awaiting a medical opinion. Every candidate will have a current status which shows where the candidate has got to within the Job Screen process (Appendix 3.0) and a date and time that this status was achieved.

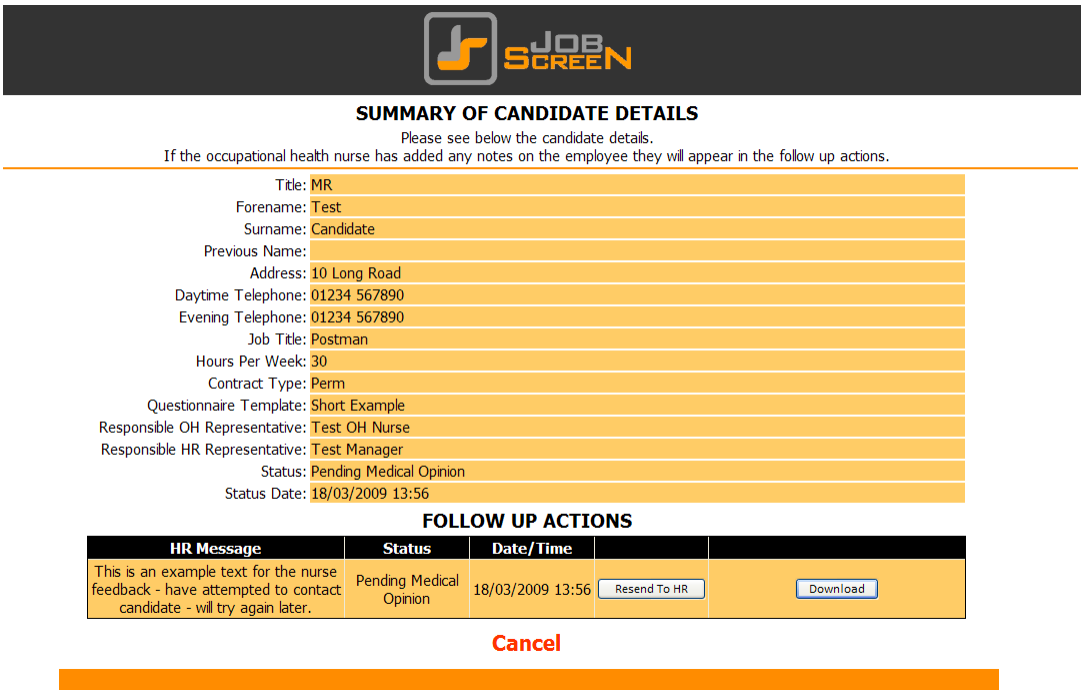

JOB SCREEN
LIST OF CANDIDATES WHO ARE CURRENTLY PENDING A MEDICAL OPINION
Select a candidate record from the list and click the Select Candidate button.
If you have a large number of candidates in the list, click the link corresponding to the first letter of the surname below and the list will filter accordingly.
If you cannot find the candidate record in the list, enter the details on the New Candidate screen.
Or if the candidate has yet to complete the questionnaire they will appear on the Existing Candidate screen.
Search by surname:
Search
A B C DEFG H I J KLM N O P Q R STU V W X YZ ALL
Client | Location | Department | Details | Current Status | Date
Test | Test Location 1 | Test Department 2 | Candidate, Test, Short Example | Pending Medical Opinion | 19/03/2009 13:23 | Select
Test | Test Location 1 | Test Department 2 | Candidate, Test, Short Example | Pending Medical Opinion | 19/03/2009 09:59 | Select
Cancel

To view more details about a candidate select a candidate from the data table click the corresponding ‘Select’ button and you will be redirected to the ‘Completed Candidate Summary’ screen.

To return to the ‘Client Splash’ screen click the ‘Cancel’ button.

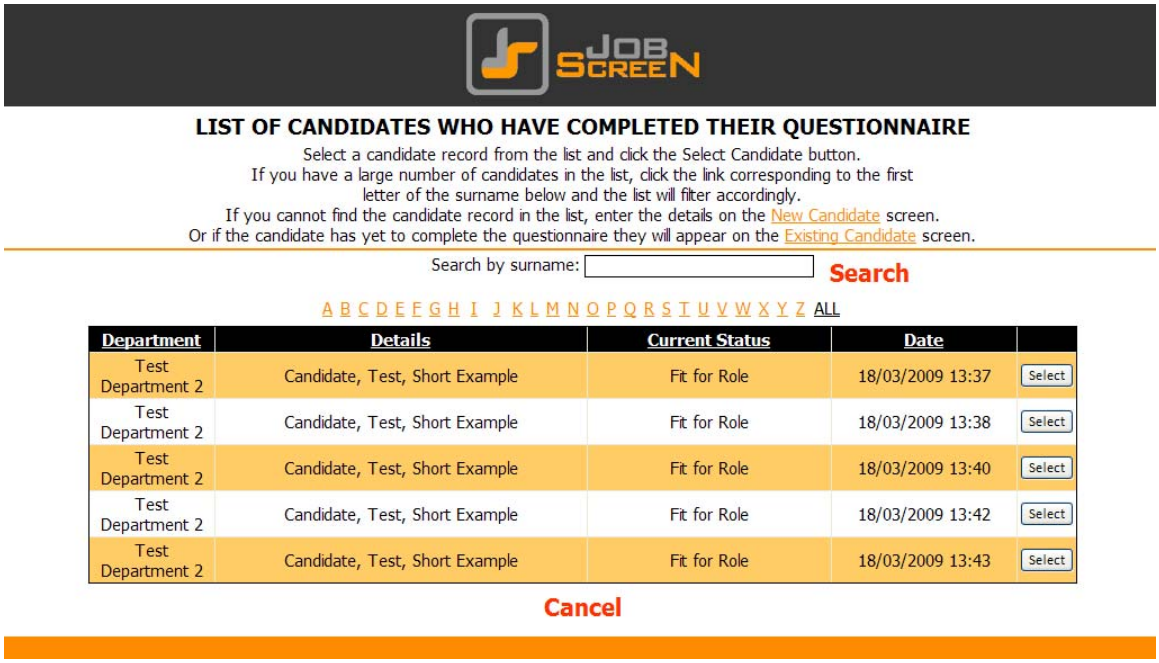
### 1.4.1 Completed Candidate Summary

The ‘Summary Of Candidate Details’ screen displays the details about the current candidate including their general details, current status and any follow up notes that the OH nurse has added about the candidate. The follow up notes can be resent to the responsible HR representative by clicking the corresponding ‘Resend To HR’ button in the follow up actions table, this will send an encrypted PDF with the manager message. Or these details can be downloaded directly from the system by clicking the ‘Download’ button in the follow up actions table.


JOB SCREEN
SUMMARY OF CANDIDATE DETAILS
Please see below the candidate details.
If the occupational health nurse has added any notes on the employee they will appear in the follow up actions.
Title: MR
Forename: Test
Surname: Candidate
Previous Name:
Address: 10 Long Road
Daytime Telephone: 01234 567890
Evening Telephone: 01234 567890
Job Title: Postman
Hours Per Week: 30
Contract Type: Perm
Questionnaire Template: Short Example
Responsible OH Representative: Test OH Nurse
Responsible HR Representative: Test Manager
Status: Pending Medical Opinion
Status Date: 18/03/2009 13:56
FOLLOW UP ACTIONS
HR Message
Status
Date/Time
This is an example text for the nurse feedback - have attempted to contact candidate - will try again later.
Pending Medical Opinion
18/03/2009 13:56
Resend To HR
Download
Cancel

## 1.5 Finding Completed Candidates

The ‘List Of Candidates Who Have Completed Their Questionnaire’ screen displays candidates who have completed their pre employment process. Every candidate will have a final status which shows the candidates final status (Appendix 3.0) and a date and time that this status was achieved.

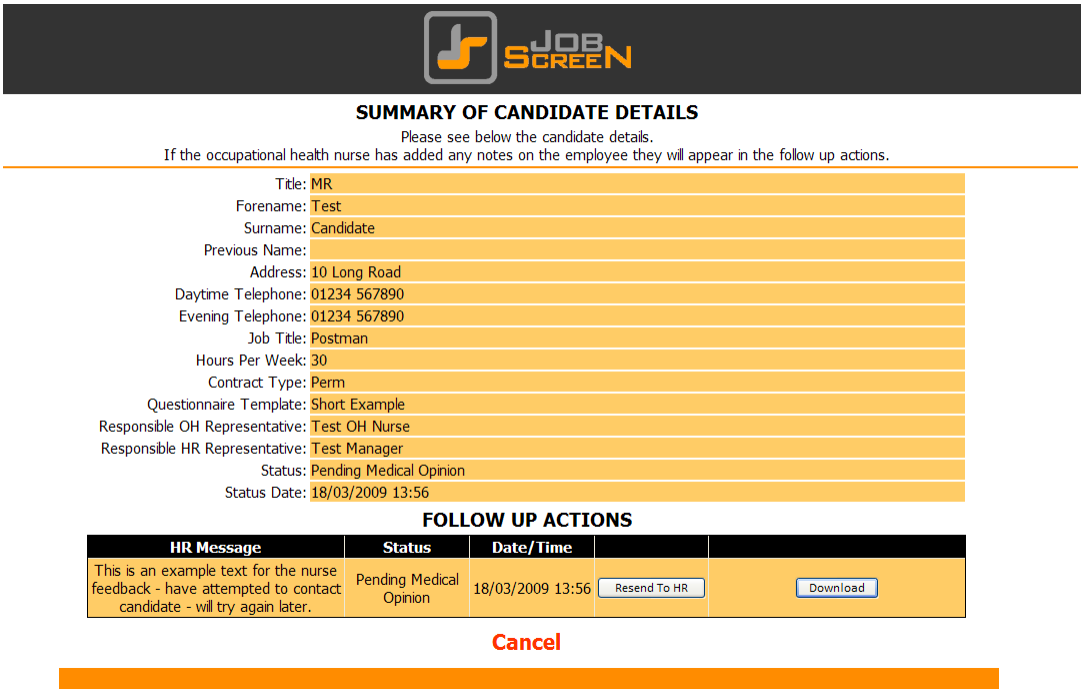

JOB SCREEN
LIST OF CANDIDATES WHO HAVE COMPLETED THEIR QUESTIONNAIRE
Select a candidate record from the list and click the Select Candidate button.
If you have a large number of candidates in the list, click the link corresponding to the first letter of the surname below and the list will filter accordingly.
If you cannot find the candidate record in the list, enter the details on the New Candidate screen.
Or if the candidate has yet to complete the questionnaire they will appear on the Existing Candidate screen.
Search by surname:
Search
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL
Department
Details
Current Status
Date
Test Department 2
Candidate, Test, Short Example
Fit for Role
18/03/2009 13:37
18/03/2009 13:38
18/03/2009 13:40
18/03/2009 13:42
18/03/2009 13:43
Select
Cancel

To view more details about a candidate select a candidate from the data table by clicking the corresponding ‘Select’ button and you will be redirected to the ‘Completed Candidate Summary’ screen.

To return to the ‘Client Splash’ screen click the ‘Cancel’ button.

### 1.5.1 Completed Candidate Summary

The ‘Summary Of Candidate Details’ screen displays the details about the current candidate including their general details, current status and any follow up notes that the OH nurse has added about the candidate. The follow up notes can be resent to the responsible HR representative by clicking the corresponding ‘Resend To HR’ button in the follow up actions table, this will send an encrypted PDF with the manager message. Or these details can be downloaded directly from the system by clicking the ‘Download’ button in the follow up actions table.



**SUMMARY OF CANDIDATE DETAILS**

Please see below the candidate details.
If the occupational health nurse has added any notes on the employee they will appear in the follow up actions.

| | |
|---|---|
| Title: | MR |
| Forename: | Test |
| Surname: | Candidate |
| Previous Name: | |
| Address: | 10 Long Road |
| Daytime Telephone: | 01234 567890 |
| Evening Telephone: | 01234 567890 |
| Job Title: | Postman |
| Hours Per Week: | 30 |
| Contract Type: | Perm |
| Questionnaire Template: | Short Example |
| Responsible OH Representative: | Test OH Nurse |
| Responsible HR Representative: | Test Manager |
| Status: | Pending Medical Opinion |
| Status Date: | 18/03/2009 13:56 |

**FOLLOW UP ACTIONS**

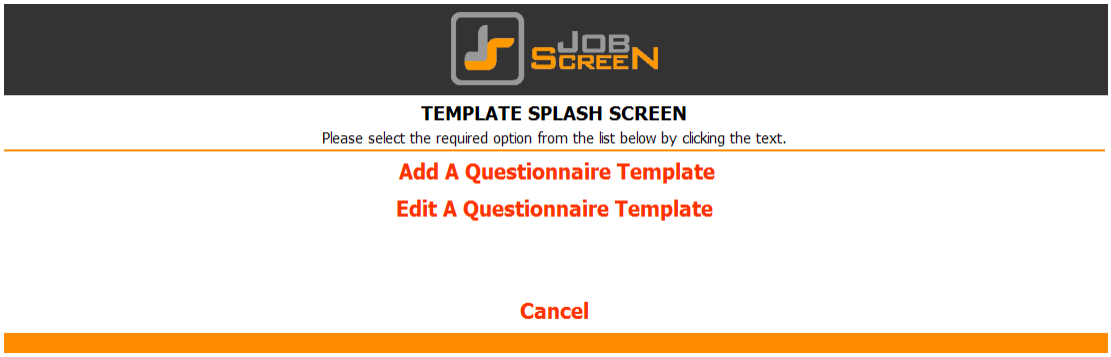
| HR Message | Status | Date/Time | | |
|---|---|---|---|---|
| This is an example text for the nurse feedback - have attempted to contact candidate - will try again later. | Pending Medical Opinion | 18/03/2009 13:56 | Resend To HR | Download |

Cancel

## 1.6 Questionnaire Administration

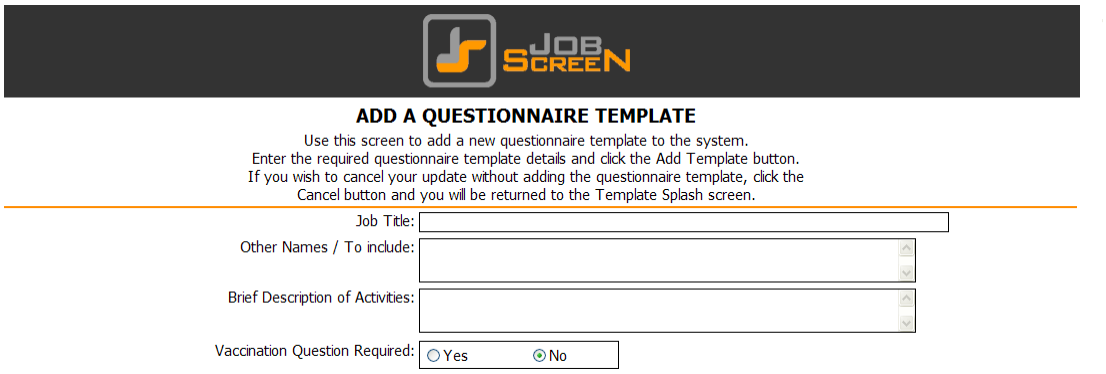
The ‘Template Splash Screen’ displays the two different options available to carry out on the questionnaire templates. The new templates can be added onto the system by clicking the ‘Add A Questionnaire Template’ button or an existing template can be edited by clicking the ‘Edit A Questionnaire Template’.

To cancel the questionnaire administration and return to the ‘Client Splash Screen’ click the ‘Cancel’.


JOB SCREEN
TEMPLATE SPLASH SCREEN
Please select the required option from the list below by clicking the text.
Add A Questionnaire Template
Edit A Questionnaire Template
Cancel

### 1.6.1 Add A Questionnaire Template

The ‘Add A Questionnaire Template’ screen allows users to add a new questionnaire template onto the system, firstly the questionnaire details are required to be entered into the spaces provided and a selection whether the vaccination details are required for the template.


JOB SCREEN
ADD A QUESTIONNAIRE TEMPLATE
Use this screen to add a new questionnaire template to the system.
Enter the required questionnaire template details and click the Add Template button.
If you wish to cancel your update without adding the questionnaire template, click the Cancel button and you will be returned to the Template Splash screen.
Job Title:
Other Names / To include:
Brief Description of Activities:
Vaccination Question Required:
Yes
No

The next section of adding a questionnaire template is to select what hazards are present.

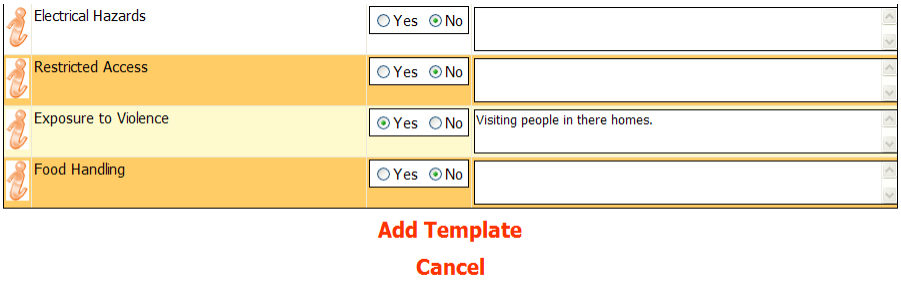
## WORKPLACE HAZARDS

| Hazard | Present (Yes/No) | Brief Details |
|---|---|---|
| Base Hazard | Yes / No | |
| Night Work | Yes / No | |
| Shift Work (Type, duration, pattern) | Yes / No | |
| Extended Working Hours | Yes / No | |
| Lone Worker | Yes / No | |
| Work in Confined Spaces | Yes / No | |
| Work in Cold Rooms (< 4o C) | Yes / No | |
| Exposure to Noise | Yes / No | |
| Working at Height | Yes / No | |
| Fork Lift Truck Driver | Yes / No | |
| LGV (HGV) Driver | Yes / No | |
| PCV Driver | Yes / No | |
| General Driving | Yes / No | |
| Use of Plant Machinery | Yes / No | |
| Use of Workshop / Production Machinery | Yes / No | |
| Vibrating equipment | Yes / No | |
| Repetitive Actions | Yes / No | |
| DSE / VDU User | Yes / No | |
| Manual Handling | Yes / No | |
| Respiratory Irritants / Sensitisers | Yes / No | |
| Use of Breathing Apparatus | Yes / No | |
| Dermatological (Skin) Irritants / Sensitisers | Yes / No | |
| Ionising Radiation | Yes / No | |
| Lead | Yes / No | |
| Biological Hazards | Yes / No | |
| Electrical Hazards | Yes / No | |
| Restricted Access | Yes / No | |
| Exposure to Violence | Yes / No | |
| Food Handling | Yes / No | |

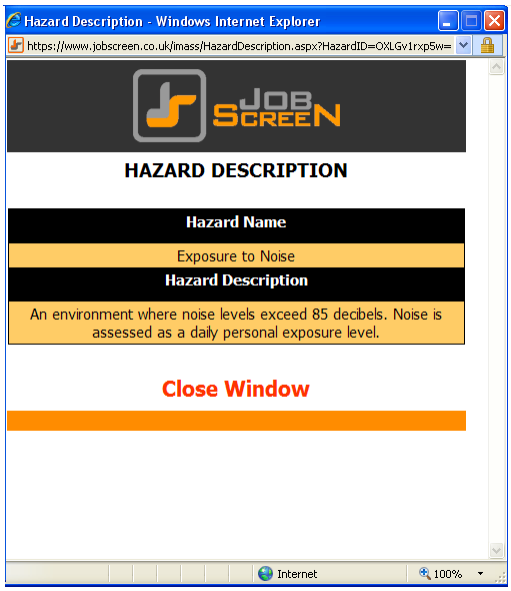
**Add Template**

**Cancel**

If the hazard is present click the ‘Yes’ option in the relevant ‘Present’ column in the table. This will also change to colour of the relevant row in the table to a yellow which shows that this hazard has been selected. The details about how the hazard is present can also be entered in the next column headed ‘Brief Details’




To get more details about each hazard click the ‘i’ button and a small pop up will appear giving more details about the hazard and can help in the decision as to whether it is present in the template.

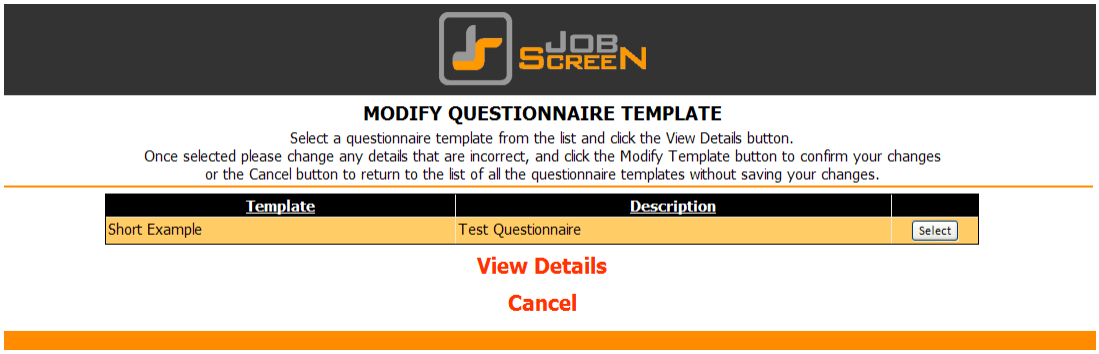



Finally after all the details have been added and the relevant hazards have been selected click the ‘Add Template’ button at the bottom of the screen to add this template onto the system so that it can start being used in the pre employment process.

### 1.6.2 Edit A Questionnaire Template

The ‘Modify Questionnaire Template’ screen allows questionnaires templates to be updated.
First click the relevant ‘Select’ button in the grid next to the template that needs to be updated.

This will highlight the relevant row in the table next click the ‘View Details’ button to view all the relevant details about the entered template.


JOB SCREEN
MODIFY QUESTIONNAIRE TEMPLATE
Select a questionnaire template from the list and click the View Details button.
Once selected please change any details that are incorrect, and click the Modify Template button to confirm your changes
or the Cancel button to return to the list of all the questionnaire templates without saving your changes.
Template
Description
Short Example
Test Questionnaire
Select
View Details
Cancel

Once selected the details of the template can be amended by entering/amending the information in the boxes provided.

The list of hazards can also be amended by changing the ‘Yes/No’ options in the ‘Present’ column next to the relevant hazard, further details can also be added/amended as required by entering this information in the textboxes in the ‘Brief Details’ column

Once the required changes have been carried out on the template these changes can be committed by clicking the ‘Modify Template’ button

## MODIFY QUESTIONNAIRE TEMPLATE

Select a questionnaire template from the list and click the View Details button.
Once selected please change any details that are incorrect, and click the Modify Template button to confirm your changes
or the Cancel button to return to the list of all the questionnaire templates without saving your changes.

Job Title: Short Example

Other Names / To include:

Brief Description of Activities: Test Questionnaire

Vaccination Question Required: ○ Yes ◉ No

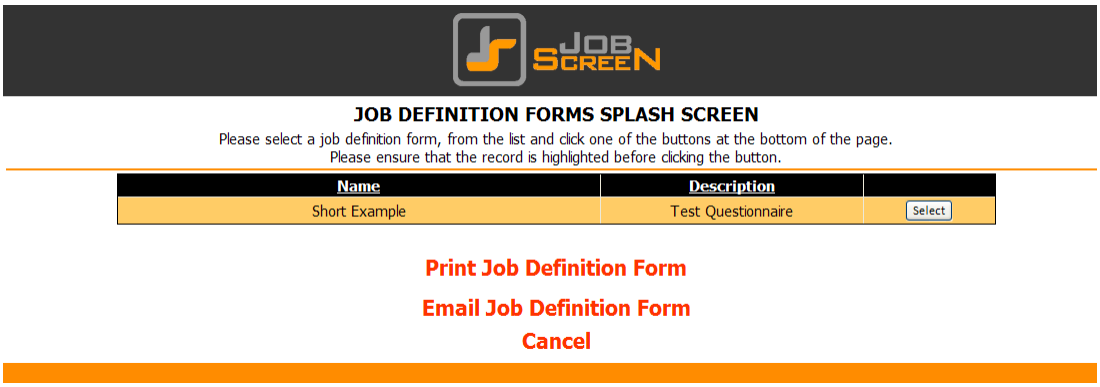
### WORKPLACE HAZARDS

| | Hazard | Present (Yes/No) | Brief Details |
|---|---|---|---|
| | Base Hazard | ◉ Yes ○ No | |
| | Night Work | ○ Yes ◉ No | |
| | Shift Work (Type, duration, pattern) | ○ Yes ◉ No | |
| | Extended Working Hours | ○ Yes ◉ No | |

## 1.7 Job Definition Forms

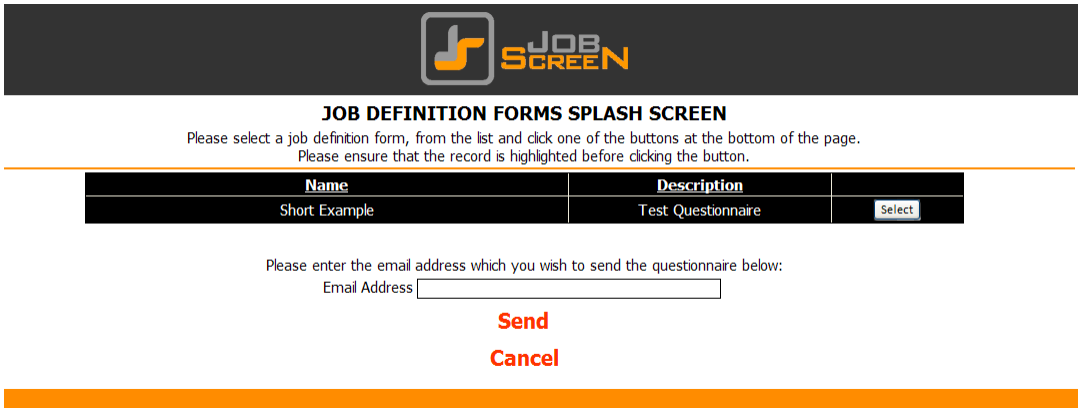
The ‘Job Definition Forms Splash Screen’ allows the questionnaire templates that have been added onto the system to be printed/emailed as required.

First select the relevant template from the list provided by clicking the ‘Select’ button in the corresponding row in the table, this will highlight the row.


JOB SCREEN
JOB DEFINITION FORMS SPLASH SCREEN
Please select a job definition form, from the list and click one of the buttons at the bottom of the page.
Please ensure that the record is highlighted before clicking the button.
Name
Description
Short Example
Test Questionnaire
Select
Print Job Definition Form
Email Job Definition Form
Cancel

You can then either print the form by clicking the ‘Print Job Definition Form’ which will bring up the usual print options allow you to print off these details.

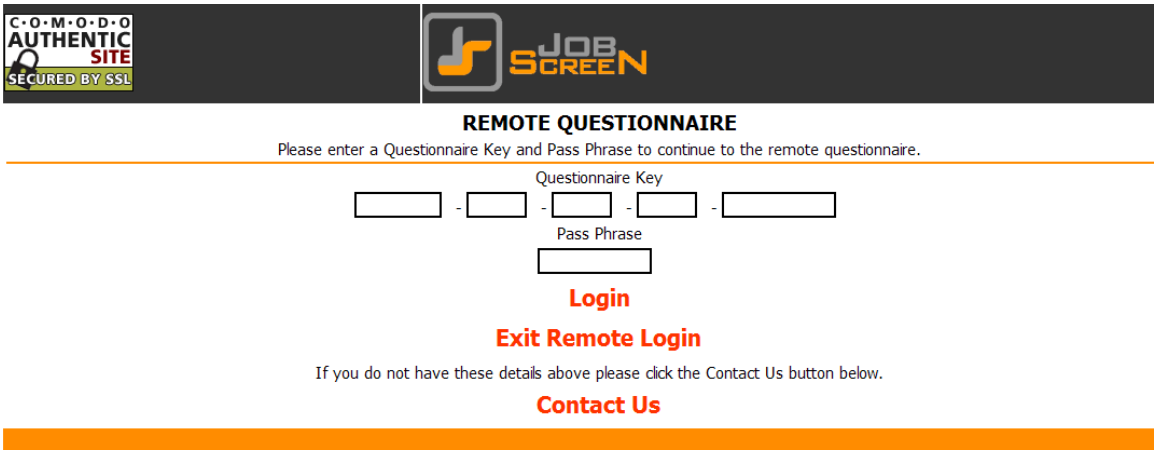
Alternatively you can email the job definition as a PDF attachment to an entered email address by clicking the ‘Email Job Definition Form’ button. This will bring up a text box where the email address can be entered then click the ‘Send’ button; otherwise you can cancel sending the form by clicking the ‘Cancel’ button


JOB SCREEN
JOB DEFINITION FORMS SPLASH SCREEN
Please select a job definition form, from the list and click one of the buttons at the bottom of the page.
Please ensure that the record is highlighted before clicking the button.
Name
Description
Short Example
Test Questionnaire
Select
Please enter the email address which you wish to send the questionnaire below:
Email Address
Send
Cancel

# 2.0 Remote Questionnaire Login

The ‘Remote Questionnaire’ page found at [www.jobscreen.co.uk/imass/myscreen](www.jobscreen.co.uk/imass/myscreen) allows users to login to complete a questionnaire remotely.

The questionnaire key which is not case sensitive (0 = Zero), and the pass phrase which is case sensitive (O = uppercase letter o, l lowercase letter L, I uppercase i) which have been provided are required to be entered.


COMODO AUTHENTIC SITE SECURED BY SSL
JOB SCREEN
REMOTE QUESTIONNAIRE
Please enter a Questionnaire Key and Pass Phrase to continue to the remote questionnaire.
Questionnaire Key
Pass Phrase
Login
Exit Remote Login
If you do not have these details above please click the Contact Us button below.
Contact Us

Once the login credentials have been entered, click the ‘Login’ button. This will check to ensure that the candidate is a valid remote user.

If the user is a current remote candidate then the system will transfer to the start of the questionnaire (Section 3.0).

If the candidate has already completed the questionnaire and the details are being processed then the Failed screen (Section 5.4) will be displayed.

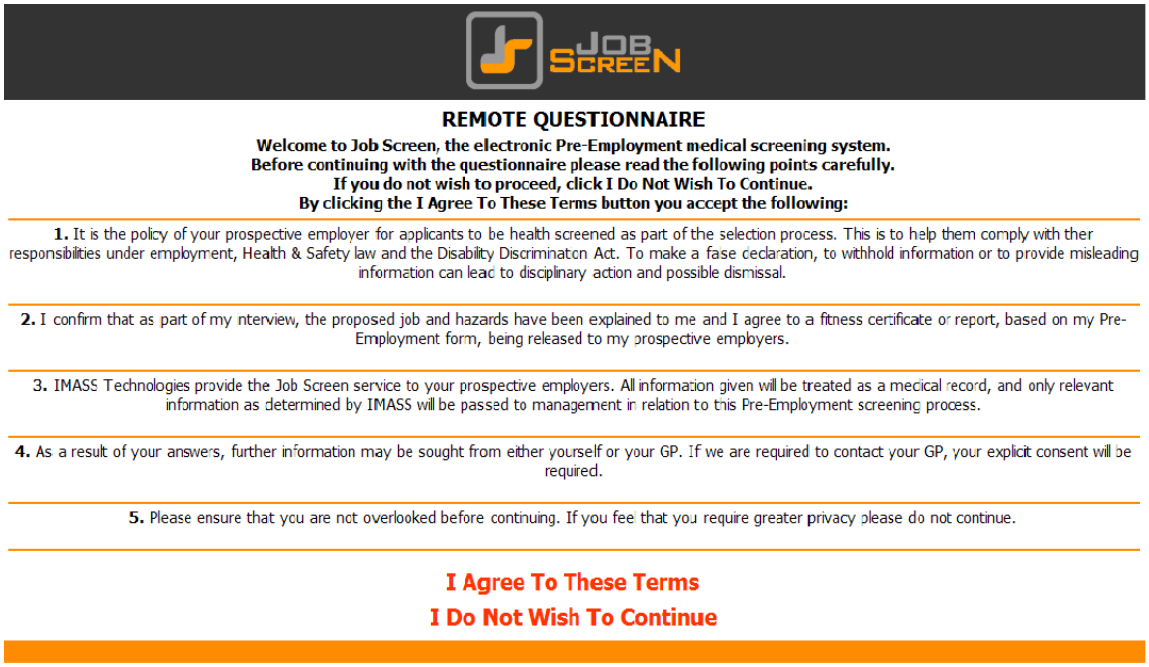
Otherwise if the login credentials do not match to a current remote candidate then the Login Failed screen (Section 5.1) will be shown.

# 3.0 Questionnaire

The actual pre employment questionnaire process for a candidate can be seen below:

## 3.1 Disclaimer

Upon starting the questionnaire the first page that the candidate sees is the disclaimer, used to ensure that the candidate agrees to all points of the system before actually starting the system.


JOB SCREEN
REMOTE QUESTIONNAIRE
Welcome to Job Screen, the electronic Pre-Employment medical screening system.
Before continuing with the questionnaire please read the following points carefully.
If you do not wish to proceed, click I Do Not Wish To Continue.
By clicking the I Agree To These Terms button you accept the following:
1. It is the policy of your prospective employer for applicants to be health screened as part of the selection process. This is to help them comply with ther responsibilities under employment, Health & Safety law and the Disability Discriminaton Act. To make a false declaration, to withhold information or to provide misleading information can lead to disciplinary action and possible dismissal.
2. I confirm that as part of my nterview, the proposed job and hazards have been explained to me and I agree to a fitness certificate or report, based on my Pre-Employment form, being released to my prospective employers.
3. IMASS Technologies provide the Job Screen service to your prospective employers. All information given will be treated as a mecical record, and only relevant information as determined by IMASS will be passed to management in relation to this Pre-Employment screening process.
4. As a result of your answers, further information may be sought from either yourself or your GP. If we are required to contact your GP, your explicit consent will be required.
5. Please ensure that you are not overlooked before continuing. If you feel that you require greater privacy please do not continue.
I Agree To These Terms
I Do Not Wish To Continue

If the candidate agrees to the points listed then they can click the 'I Agree To These Terms' button and start the questionnaire.

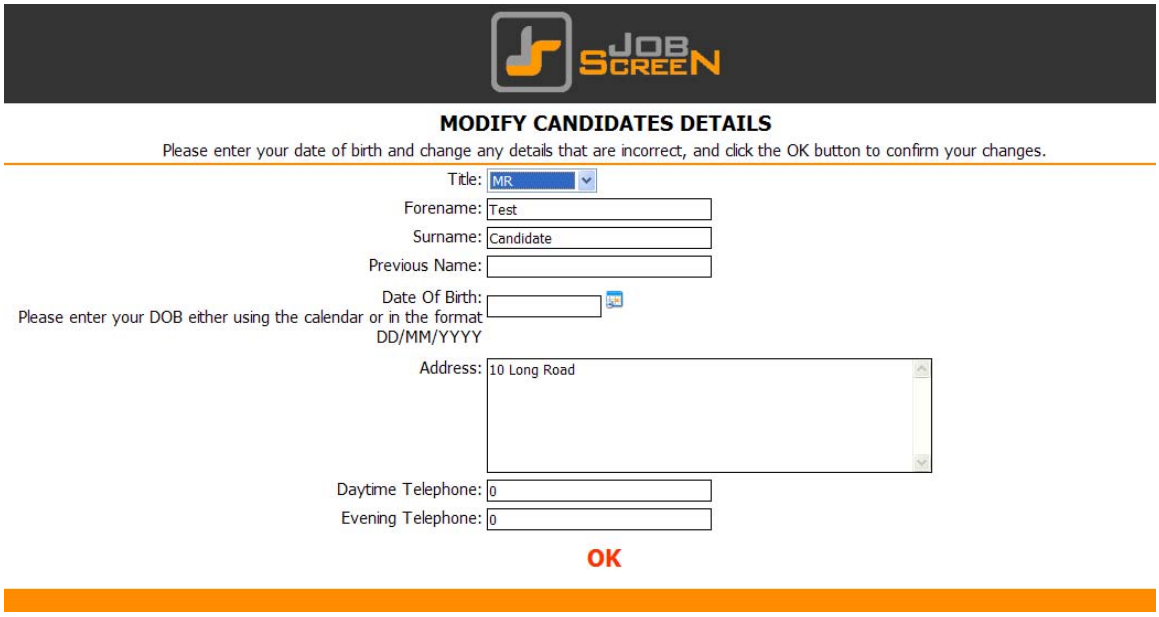
Otherwise if there is a point that the candidate does not agree with then they can click the 'I Do Not Wish to Continue' button. This will close the system and send an encrypted PDF to the responsible recruiting manager to notify them that the candidate has not agreed to the disclaimer (example shown below).

2-3HR-08-02-2008-11-35-27.pdf (SECURED) - Adobe Reader
File Edit View Document Tools Window Help
JOB SCREEN PRE-EMPLOYMENT RESULTS
08/02/2008 11:35
This is to inform you that the candidate MR Test Test has not agreed with the pre-employment terms and conditions and so has not started the questionnaire.

## 3.2 Modify Candidate Details

If the candidate has agreed with the disclaimer the next screen displayed is the 'Modify Candidate Details' screen. This displays the personal details of the candidate and gives them the opportunity to modify the details that were previously entered by a HR contact.

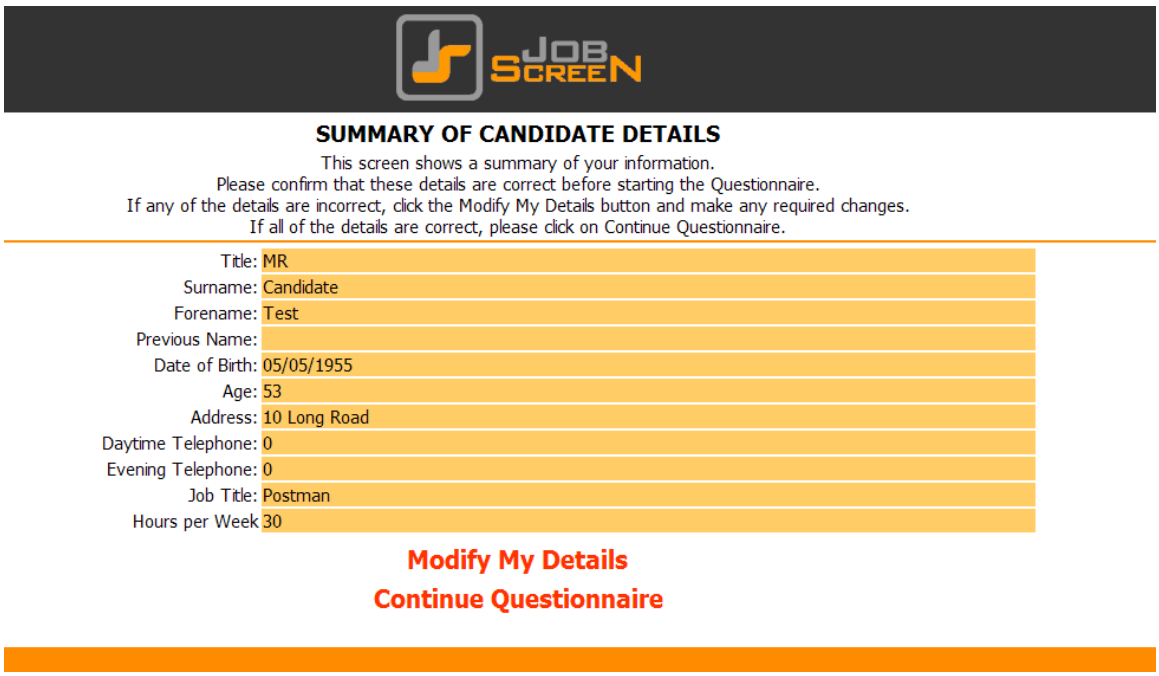
This screen also requires the candidate to enter their date of birth, which for legal reasons the recruiting manager could not enter.


JOB SCREEN
MODIFY CANDIDATES DETAILS
Please enter your date of birth and change any details that are incorrect, and click the OK button to confirm your changes.
Title: MR
Forename: Test
Surname: Candidate
Previous Name:
Date Of Birth:
Please enter your DOB either using the calendar or in the format DD/MM/YYYY
Address: 10 Long Road
Daytime Telephone: 0
Evening Telephone: 0
OK

Once the candidate's date of birth has been entered and the required details have been amended, any changes can be committed to the database by clicking the 'OK' button,

## 3.3 Candidate Summary

The next screen that is displayed is the candidate summary screen, where the candidate can view their personal details again and ensure that this information is correct before proceeding.

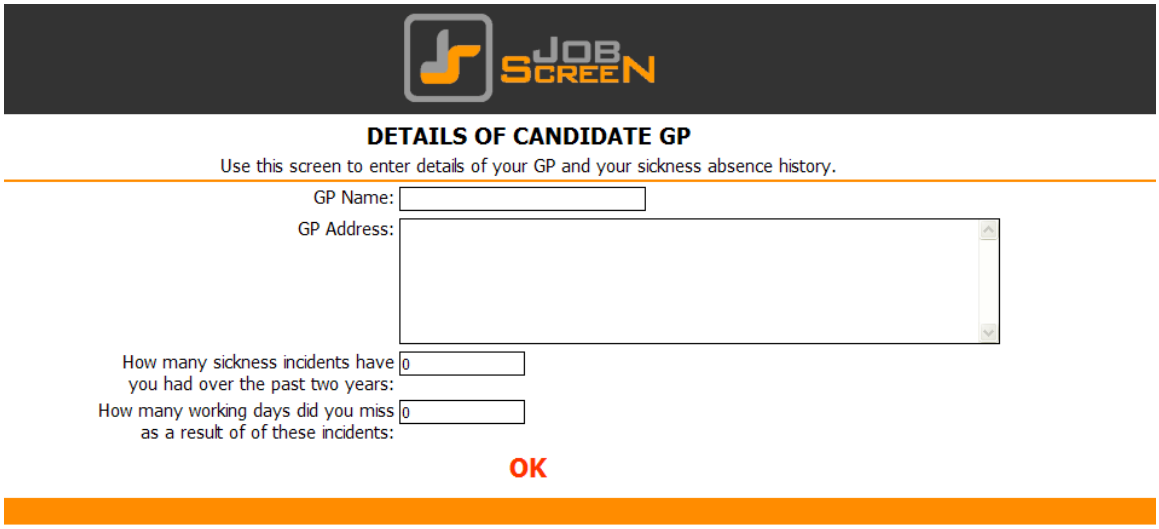

JOB SCREEN
SUMMARY OF CANDIDATE DETAILS
This screen shows a summary of your information.
Please confirm that these details are correct before starting the Questionnaire.
If any of the details are incorrect, click the Modify My Details button and make any required changes.
If all of the details are correct, please click on Continue Questionnaire.
Title: MR
Surname: Candidate
Forename: Test
Previous Name:
Date of Birth: 05/05/1955
Age: 53
Address: 10 Long Road
Daytime Telephone: 0
Evening Telephone: 0
Job Title: Postman
Hours per Week 30
Modify My Details
Continue Questionnaire

If the candidate wants to modify any of the details that have been entered then they can click the 'Modify My Details' button, otherwise they can click the 'Continue Questionnaire' button to continue to the next part of the questionnaire.

## 3.4 Add Candidate GP Details

The next section of the questionnaire requires the candidate to enter their general practitioner details and information on the number of absences and days that they have taken sick in the past two years.

The information that is entered will be validated to ensure that only values of the correct format are inputted. If an incorrect value is inserted an error message will be displayed (Appendix 1.0), stating where the error has occurred and why.


JOB SCREEN
DETAILS OF CANDIDATE GP
Use this screen to enter details of your GP and your sickness absence history.
GP Name:
GP Address:
How many sickness incidents have you had over the past two years:
0
How many working days did you miss as a result of of these incidents:
0
OK

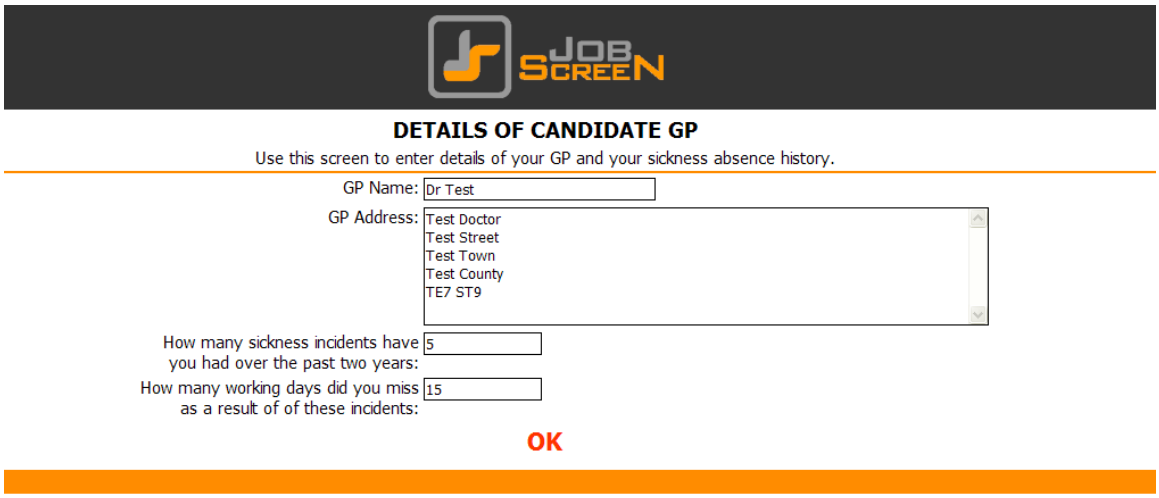
Once the candidate's GP details have been entered, click the 'OK' button to continue to the next section of the questionnaire.

Please note: this information must be added before the candidate can proceed with the questionnaire. This question cannot be skipped.

### 3.4.1 Modify Candidate GP Details

The candidate should use this form to modify their GP details.

Any of the details on this form can be changed and will be validated in the usual format (Appendix 1.0).


JOB SCREEN
DETAILS OF CANDIDATE GP
Use this screen to enter details of your GP and your sickness absence history.
GP Name:
Dr Test
GP Address:
Test Doctor
Test Street
Test Town
Test County
TE7 ST9
How many sickness incidents have you had over the past two years:
5
How many working days did you miss as a result of of these incidents:
15
OK

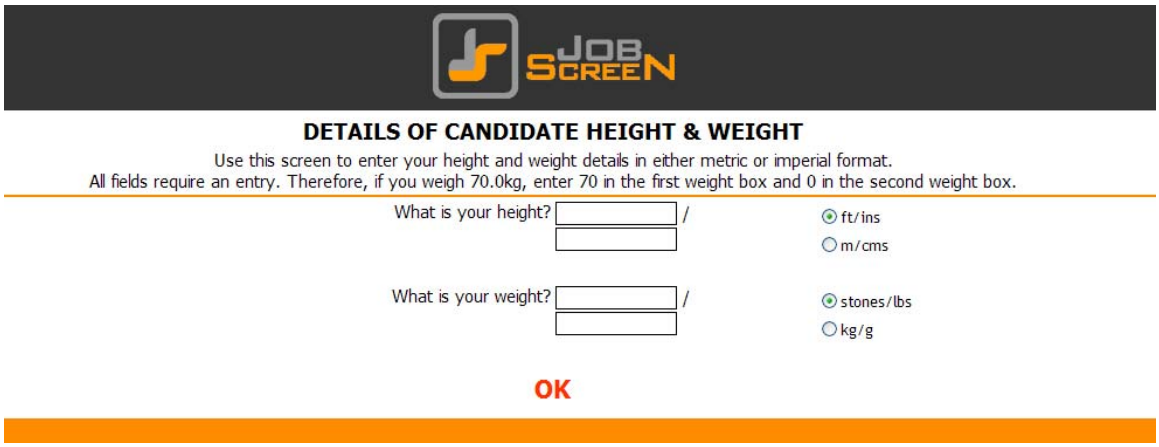
Once the details have been changed the candidate can commit these changes to the system by clicking the 'OK' button.

Once the candidate has carried out their actions the system will return to the complete candidate summary.

## 3.5 Add Candidate Height and Weight Details

The next section of the questionnaire requires the candidate to enter their height and weight details. This information can be entered in either imperial or metric formats by clicking the relevant option to the right of this screen.

The information that the candidate enters will be validated to ensure that only values of the correct format are inputted. If a value of the incorrect format is added an error message will be displayed (Appendix 1.0), stating where the error has occurred and why.


JOB SCREEN
DETAILS OF CANDIDATE HEIGHT & WEIGHT
Use this screen to enter your height and weight details in either metric or imperial format.
All fields require an entry. Therefore, if you weigh 70.0kg, enter 70 in the first weight box and 0 in the second weight box.
What is your height?
/
ft/ins
m/cms
What is your weight?
/
stones/lbs
kg/g
OK

Once the candidate has entered their height and weight details click the 'OK' button to continue to the next section of the questionnaire.

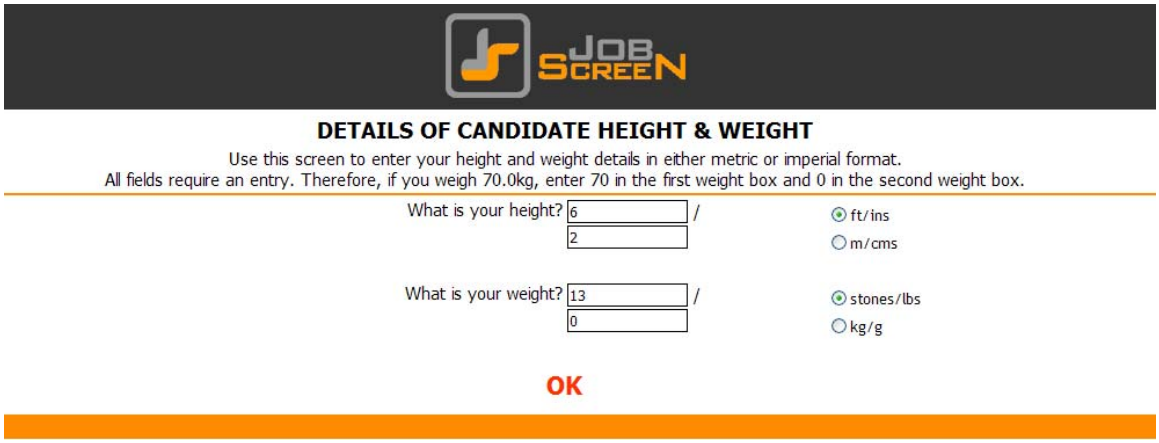
Please note this information must be added before the candidate can proceed with the questionnaire. This question cannot be skipped.

### 3.5.1 Modify Candidate Height and Weight Details

The candidate can use this form to modify their height and weight details.

This information can be entered in either imperial or metric formats by clicking the relevant option to the right of this screen.

Any of the details on this form can be changed and will be validated in the usual format (Appendix 1.0).


JOB SCREEN
DETAILS OF CANDIDATE HEIGHT & WEIGHT
Use this screen to enter your height and weight details in either metric or imperial format.
All fields require an entry. Therefore, if you weigh 70.0kg, enter 70 in the first weight box and 0 in the second weight box.
What is your height? 6 / 2
ft/ins
m/cms
What is your weight? 13 / 0
stones/lbs
kg/g
OK

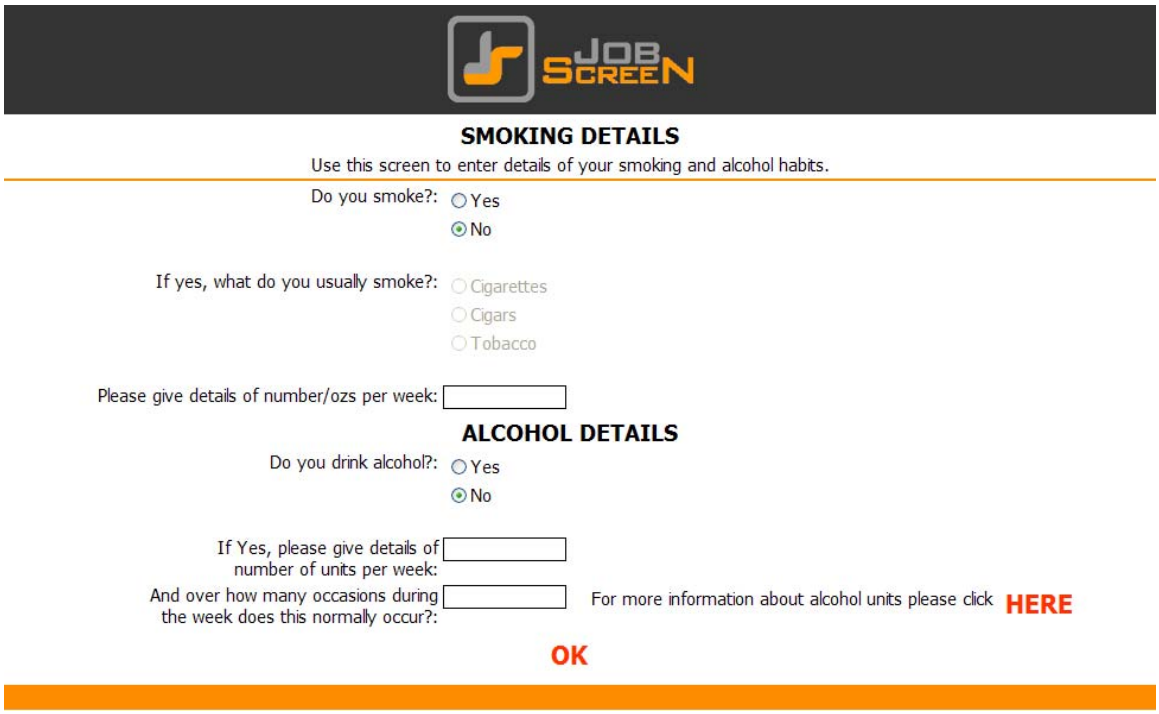
Once the details have been changed the candidate can commit these changes to the system by clicking the ‘OK’ button,

Once the candidate has carried out their actions the system will return to the complete candidate summary.

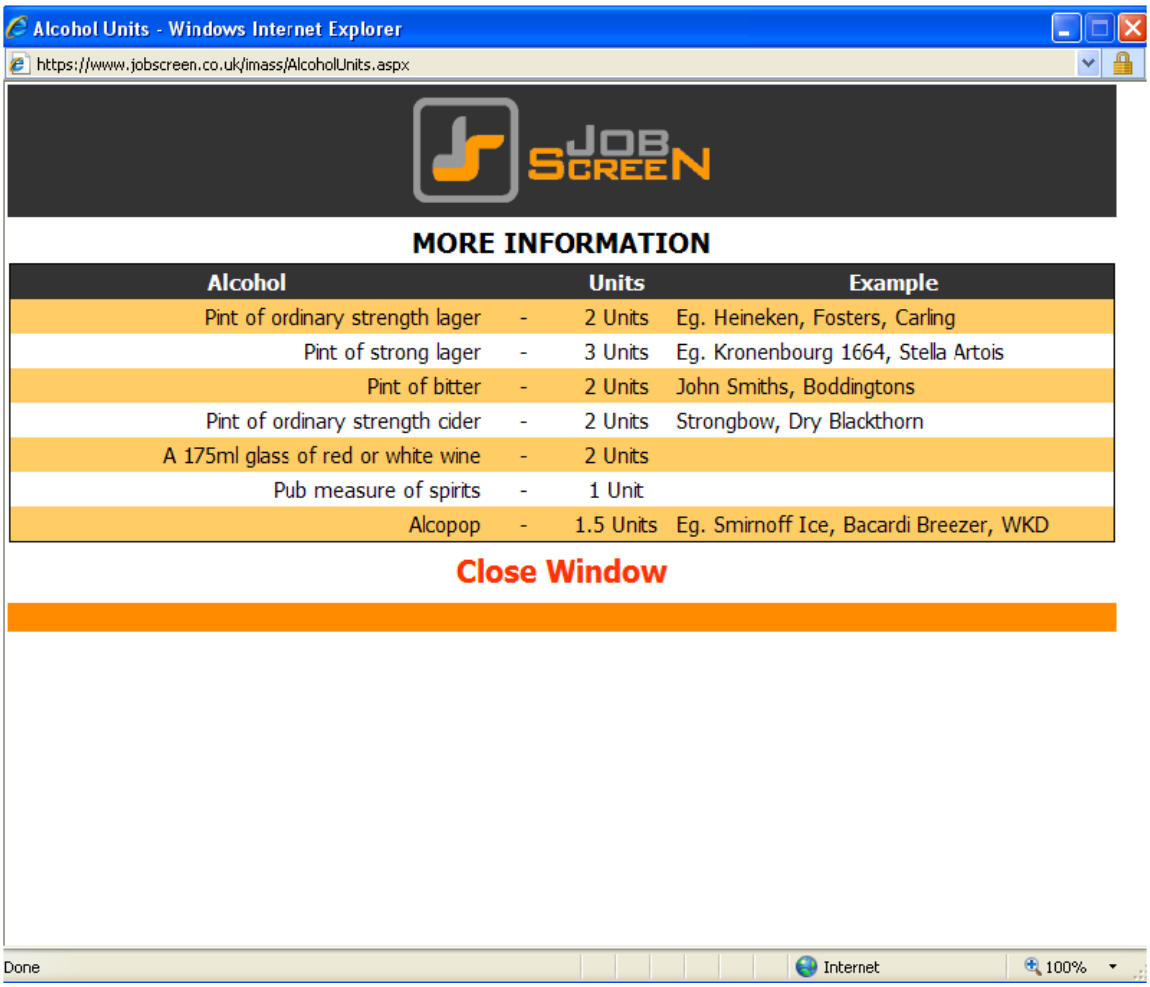
## 3.6 Add Candidate Smoking and Alcohol Details

The next section of the questionnaire requires the candidate to enter their smoking and alcohol details. If the candidate answers 'Yes' to whether they smoke or drink alcohol some further questions will be required to be completed.

The information that is entered will be validated to ensure that only values of the correct format are inputted. If a value is inserted that is of the incorrect format an error message will be displayed (Appendix 1.0), stating where the error has occurred and why.


JOB SCREEN
SMOKING DETAILS
Use this screen to enter details of your smoking and alcohol habits.
Do you smoke?:
Yes
No
If yes, what do you usually smoke?:
Cigarettes
Cigars
Tobacco
Please give details of number/ozs per week:
ALCOHOL DETAILS
Do you drink alcohol?:
Yes
No
If Yes, please give details of number of units per week:
And over how many occasions during the week does this normally occur?:
For more information about alcohol units please click HERE
OK

For help with the number of alcohol units consumed click the 'HERE' button which will open up a window displaying the number of units in various different drinks, (shown below).


Alcohol Units - Windows Internet Explorer
https://www.jobscreen.co.uk/imass/AlcoholUnits.aspx
JOB SCREEN
MORE INFORMATION
Alcohol Units Example
Pint of ordinary strength lager - 2 Units Eg. Heineken, Fosters, Carling
Pint of strong lager - 3 Units Eg. Kronenbourg 1664, Stella Artois
Pint of bitter - 2 Units John Smiths, Boddingtons
Pint of ordinary strength cider - 2 Units Strongbow, Dry Blackthorn
A 175ml glass of red or white wine - 2 Units
Pub measure of spirits - 1 Unit
Alcopop - 1.5 Units Eg. Smirnoff Ice, Bacardi Breezer, WKD
Close Window
Done
Internet
100%

Once the smoking and alcohol details have been added, click the 'OK' button to continue to the next section of the questionnaire.

Please note this information must be added before the candidate can proceed with the questionnaire. This question cannot be skipped.

### 3.6.1 Modify Candidate Smoking and Alcohol Details

The candidate can use this form to modify their smoking and alcohol.

If the candidate answers 'Yes' to whether they smoke or drink alcohol some further questions will be required to be completed.

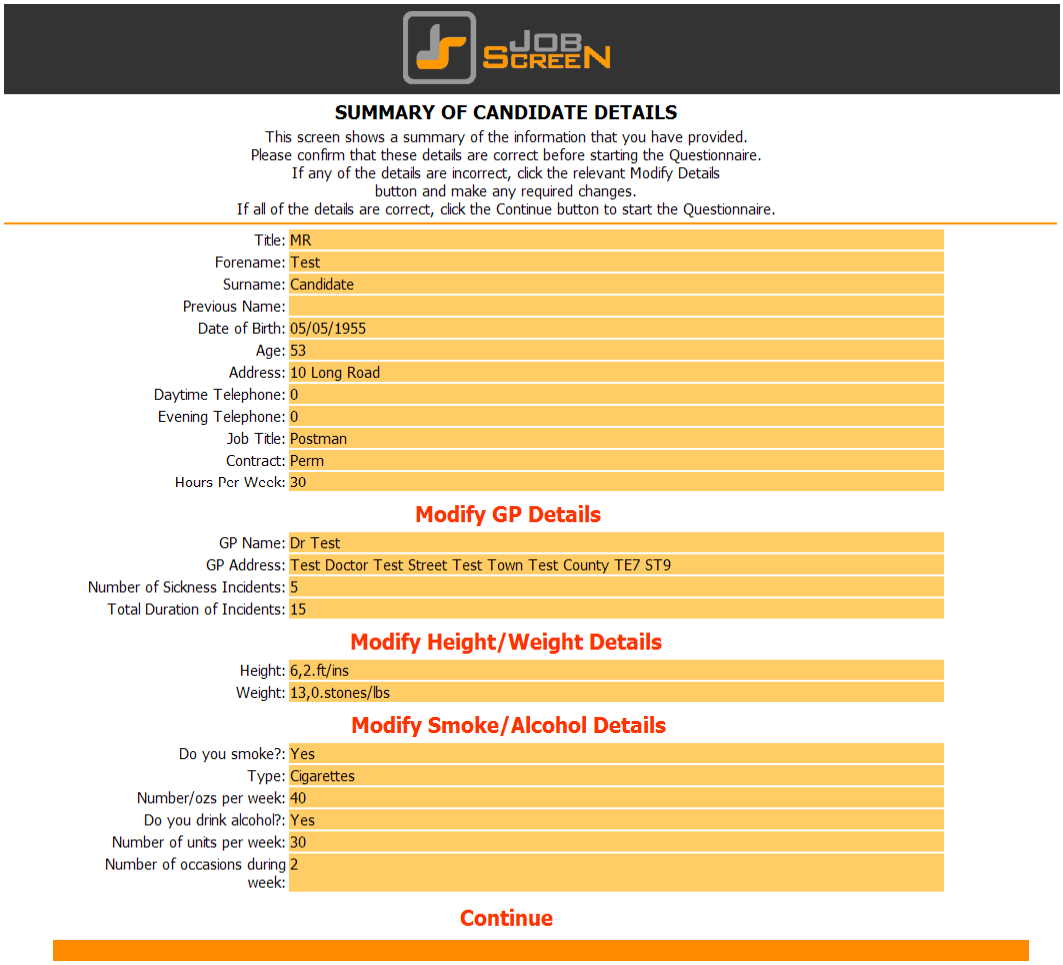
Any of the details on this form can be changed and will be validated in the usual format (Appendix 1.0).

Once the details have been changed the candidate can commit these changes to the system by clicking the 'OK' button.

Once the candidate has carried out their actions the system will return to the Complete Candidate Summary.

## 3.7 Candidate Summary

The next screen that is displayed is the ‘Summary Of Candidate Details’ which displays the candidate’s personal details and the initial answers that were given regarding the GP details, smoking and alcohol and height and weight details.



**SUMMARY OF CANDIDATE DETAILS**

This screen shows a summary of the information that you have provided.
Please confirm that these details are correct before starting the Questionnaire.
If any of the details are incorrect, click the relevant Modify Details
button and make any required changes.
If all of the details are correct, click the Continue button to start the Questionnaire.

| | |
|---|---|
| Title: | MR |
| Forename: | Test |
| Surname: | Candidate |
| Previous Name: | |
| Date of Birth: | 05/05/1955 |
| Age: | 53 |
| Address: | 10 Long Road |
| Daytime Telephone: | 0 |
| Evening Telephone: | 0 |
| Job Title: | Postman |
| Contract: | Perm |
| Hours Per Week: | 30 |

**Modify GP Details**

| | |
|---|---|
| GP Name: | Dr Test |
| GP Address: | Test Doctor Test Street Test Town Test County TE7 ST9 |
| Number of Sickness Incidents: | 5 |
| Total Duration of Incidents: | 15 |

**Modify Height/Weight Details**

| | |
|---|---|
| Height: | 6,2.ft/ins |
| Weight: | 13,0.stones/lbs |

**Modify Smoke/Alcohol Details**

| | |
|---|---|
| Do you smoke?: | Yes |
| Type: | Cigarettes |
| Number/ozs per week: | 40 |
| Do you drink alcohol?: | Yes |
| Number of units per week: | 30 |
| Number of occasions during week: | 2 |

**Continue**

If any of the details are incorrect, they can be changed by clicking the relevant Modify button.

If all of the details are correct, click the ‘Continue’ button to proceed to the medical questions section of the questionnaire.

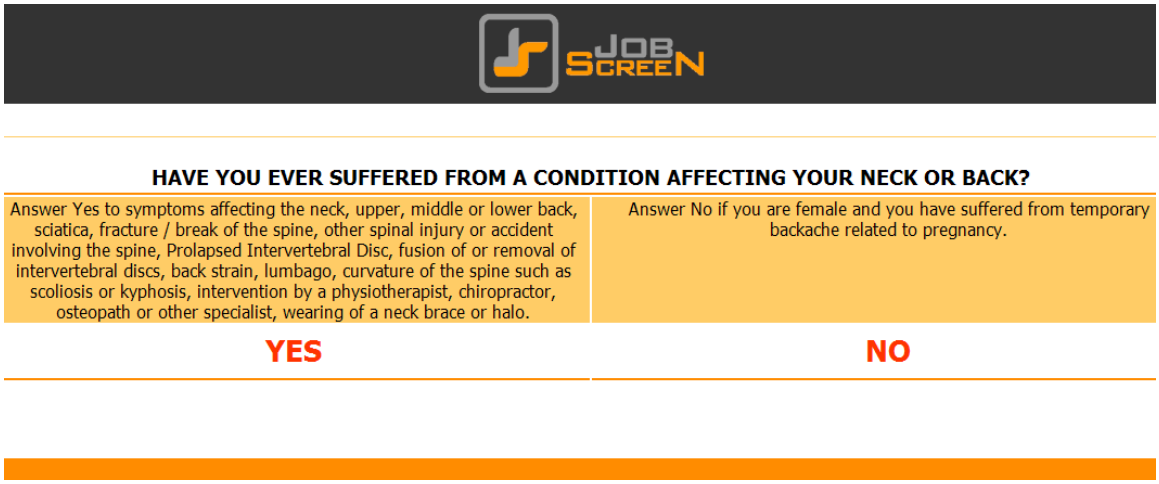
## 3.8 Questions

Once the candidate is sure that the details on the 'Summary Of Candidate Details' screen are correct, they should click the 'Continue' button to proceed to the medical questions part of the questionnaire.

The first main question will be shown (shown below, bold text).

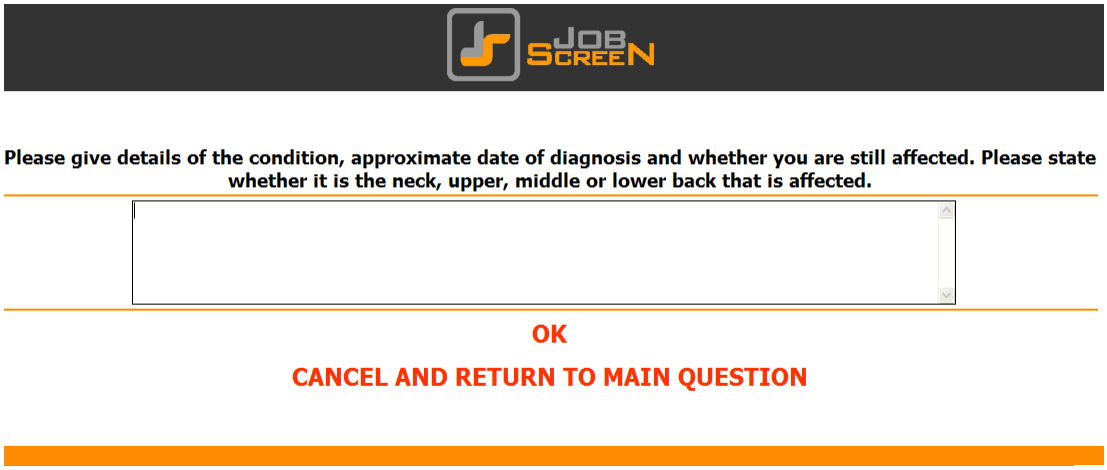
For the main question the candidate can answer either 'YES' or 'NO' to the question by clicking the corresponding buttons (show below, dark orange text).

To help the candidate give an accurate answer the system has some predefined hints shown above the 'YES' and 'NO' buttons.


JOB SCREEN
HAVE YOU EVER SUFFERED FROM A CONDITION AFFECTING YOUR NECK OR BACK?
Answer Yes to symptoms affecting the neck, upper, middle or lower back, sciatica, fracture / break of the spine, other spinal injury or accident involving the spine, Prolapsed Intervertebral Disc, fusion of or removal of intervertebral discs, back strain, lumbago, curvature of the spine such as scoliosis or kyphosis, intervention by a physiotherapist, chiropractor, osteopath or other specialist, wearing of a neck brace or halo.
Answer No if you are female and you have suffered from temporary backache related to pregnancy.
YES
NO

If the candidate answers ‘YES’ to a main question, another question will be asked requesting further details. The further details question will also include predefined hints to give the candidate an idea of information required.

The further details entered on this form will be validated in the usual format (Appendix 1.0) to ensure that at least some information has been added.


JOB SCREEN
Please give details of the condition, approximate date of diagnosis and whether you are still affected. Please state whether it is the neck, upper, middle or lower back that is affected.
OK
CANCEL AND RETURN TO MAIN QUESTION

Once the candidate has entered the relevant further details, they should click the ‘OK’ button.

If the candidate decides that they shouldn’t have answered ‘YES’ to the main question they should click the ‘Cancel and Return to Main Question’ button. This will also discard any information entered in the further details box.

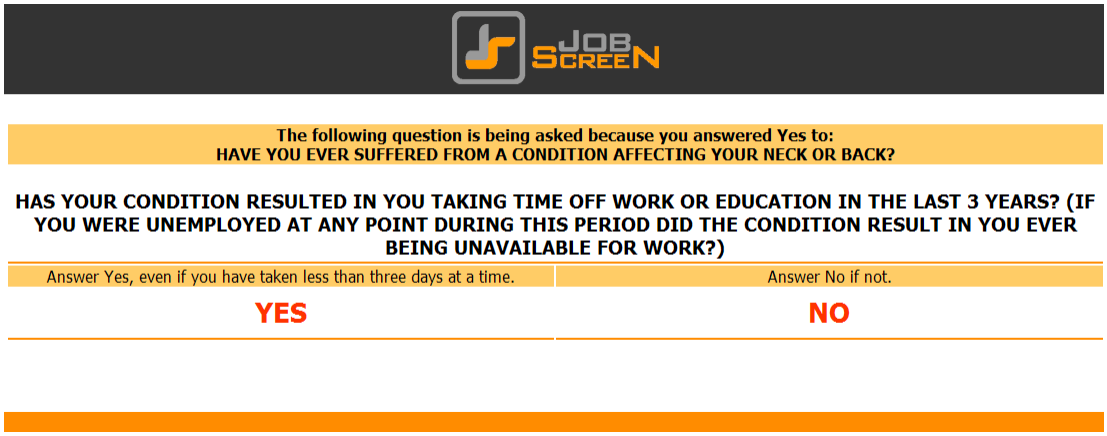
After entering any required further details, the candidate will be asked a series of sub questions related to the main question.

Above the sub question, in a light orange bar, the main question will be displayed (shown below). This is to stop any confusion for the candidate.

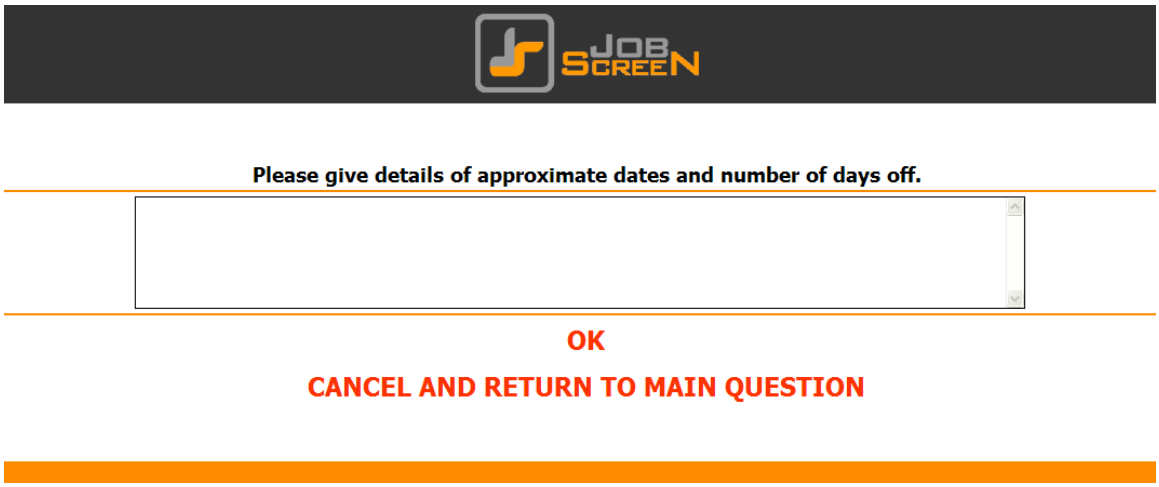
The next line of text is the sub question. (Shown below, bold text)

As with the main question, the candidate can answer either ‘YES’ or ‘NO’ to the sub questions by clicking the corresponding buttons (show below, dark orange text).

To help the candidate give an accurate answer the system has some predefined hints shown above the ‘YES’ and ‘NO’ buttons.


JOB SCREEN
The following question is being asked because you answered Yes to:
HAVE YOU EVER SUFFERED FROM A CONDITION AFFECTING YOUR NECK OR BACK?
HAS YOUR CONDITION RESULTED IN YOU TAKING TIME OFF WORK OR EDUCATION IN THE LAST 3 YEARS? (IF YOU WERE UNEMPLOYED AT ANY POINT DURING THIS PERIOD DID THE CONDITION RESULT IN YOU EVER BEING UNAVAILABLE FOR WORK?)
Answer Yes, even if you have taken less than three days at a time.
Answer No if not.
YES
NO

As with the main question, if the candidate answers Yes to the sub question the further details question will be asked in the same format.

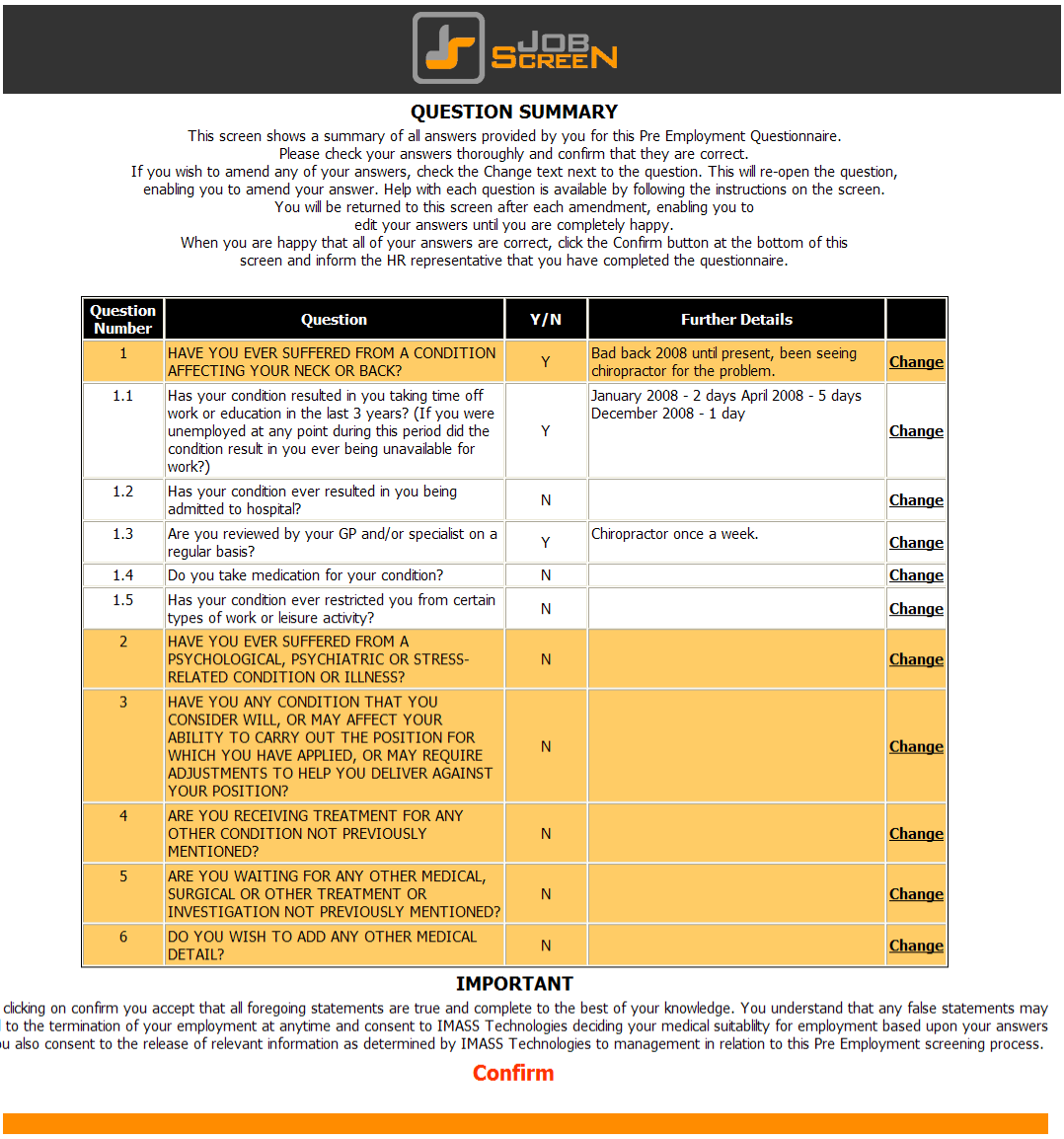



The system then will continue to ask questions until every question has been answered by the candidate.

The system will then transfer to the ‘Question Summary’ page.

# 3.9 Question Summary

The ‘Question Summary’ page displays the candidate’s answers and includes the further information.



**QUESTION SUMMARY**

This screen shows a summary of all answers provided by you for this Pre Employment Questionnaire.
Please check your answers thoroughly and confirm that they are correct.
If you wish to amend any of your answers, check the Change text next to the question. This will re-open the question, enabling you to amend your answer. Help with each question is available by following the instructions on the screen.
You will be returned to this screen after each amendment, enabling you to edit your answers until you are completely happy.
When you are happy that all of your answers are correct, click the Confirm button at the bottom of this screen and inform the HR representative that you have completed the questionnaire.

| Question Number | Question | Y/N | Further Details | |
|---|---|---|---|---|
| 1 | HAVE YOU EVER SUFFERED FROM A CONDITION AFFECTING YOUR NECK OR BACK? | Y | Bad back 2008 until present, been seeing chiropractor for the problem. | Change |
| 1.1 | Has your condition resulted in you taking time off work or education in the last 3 years? (If you were unemployed at any point during this period did the condition result in you ever being unavailable for work?) | Y | January 2008 - 2 days April 2008 - 5 days December 2008 - 1 day | Change |
| 1.2 | Has your condition ever resulted in you being admitted to hospital? | N | | Change |
| 1.3 | Are you reviewed by your GP and/or specialist on a regular basis? | Y | Chiropractor once a week. | Change |
| 1.4 | Do you take medication for your condition? | N | | Change |
| 1.5 | Has your condition ever restricted you from certain types of work or leisure activity? | N | | Change |
| 2 | HAVE YOU EVER SUFFERED FROM A PSYCHOLOGICAL, PSYCHIATRIC OR STRESS-RELATED CONDITION OR ILLNESS? | N | | Change |
| 3 | HAVE YOU ANY CONDITION THAT YOU CONSIDER WILL, OR MAY AFFECT YOUR ABILITY TO CARRY OUT THE POSITION FOR WHICH YOU HAVE APPLIED, OR MAY REQUIRE ADJUSTMENTS TO HELP YOU DELIVER AGAINST YOUR POSITION? | N | | Change |
| 4 | ARE YOU RECEIVING TREATMENT FOR ANY OTHER CONDITION NOT PREVIOUSLY MENTIONED? | N | | Change |
| 5 | ARE YOU WAITING FOR ANY OTHER MEDICAL, SURGICAL OR OTHER TREATMENT OR INVESTIGATION NOT PREVIOUSLY MENTIONED? | N | | Change |
| 6 | DO YOU WISH TO ADD ANY OTHER MEDICAL DETAIL? | N | | Change |

**IMPORTANT**

By clicking on confirm you accept that all foregoing statements are true and complete to the best of your knowledge. You understand that any false statements may lead to the termination of your employment at anytime and consent to IMASS Technologies deciding your medical suitability for employment based upon your answers You also consent to the release of relevant information as determined by IMASS Technologies to management in relation to this Pre Employment screening process.

**Confirm**

If the candidate notices that they have answered a question incorrectly, this can be changed by clicking the corresponding ‘Change’ button in the table.

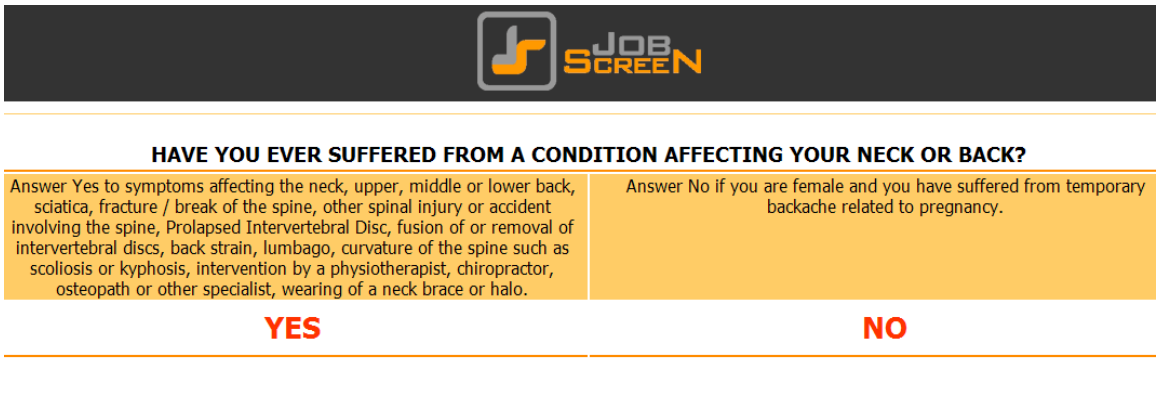
Otherwise if all the answers that have been given to the questionnaire are correct the candidate should click the ‘Confirm’ button to complete the questionnaire. The candidate will then be transferred to the ‘Questionnaire Complete Confirmation’ page (Section 3.11).

## 3.10 Modify Answers

If the candidate needs to modify an answer, they will be re-shown the question, enabling them to correct their answer.

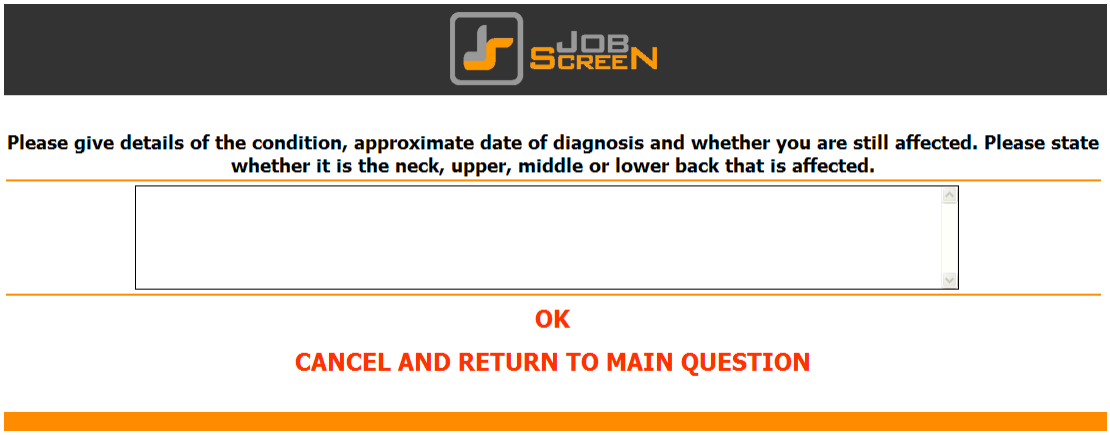
For the main question the candidate can answer either ‘YES’ or ‘NO’ by clicking the corresponding buttons (show below, dark orange text).

To help the candidate give an accurate answer the system has some predefined hints shown above the ‘YES’ and ‘NO’ buttons.


JOB SCREEN
HAVE YOU EVER SUFFERED FROM A CONDITION AFFECTING YOUR NECK OR BACK?
Answer Yes to symptoms affecting the neck, upper, middle or lower back, sciatica, fracture / break of the spine, other spinal injury or accident involving the spine, Prolapsed Intervertebral Disc, fusion of or removal of intervertebral discs, back strain, lumbago, curvature of the spine such as scoliosis or kyphosis, intervention by a physiotherapist, chiropractor, osteopath or other specialist, wearing of a neck brace or halo.
Answer No if you are female and you have suffered from temporary backache related to pregnancy.
YES
NO

If the candidate answers ‘YES’ to a main question, another question will be asked requesting further details. The further details question will also include predefined hints to give the candidate an idea of information required.

The further details entered on this form will be validated in the usual format (Appendix 1.0) to ensure that at least some information has been added.


JOB SCREEN
Please give details of the condition, approximate date of diagnosis and whether you are still affected. Please state whether it is the neck, upper, middle or lower back that is affected.
OK
CANCEL AND RETURN TO MAIN QUESTION

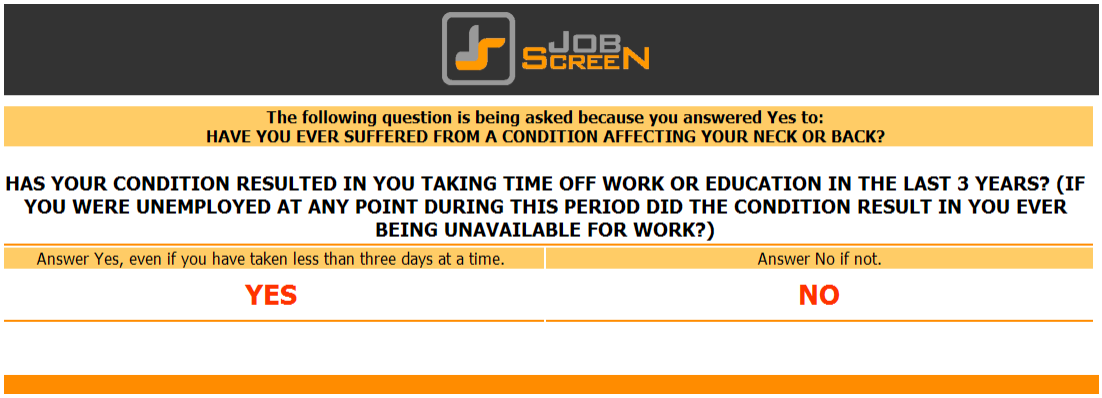
After entering any required further details, the candidate will be asked a series of sub questions related to the main question.

Above the sub question, in a light orange bar, the main question will be displayed (shown below). This is to stop any confusion for the candidate.

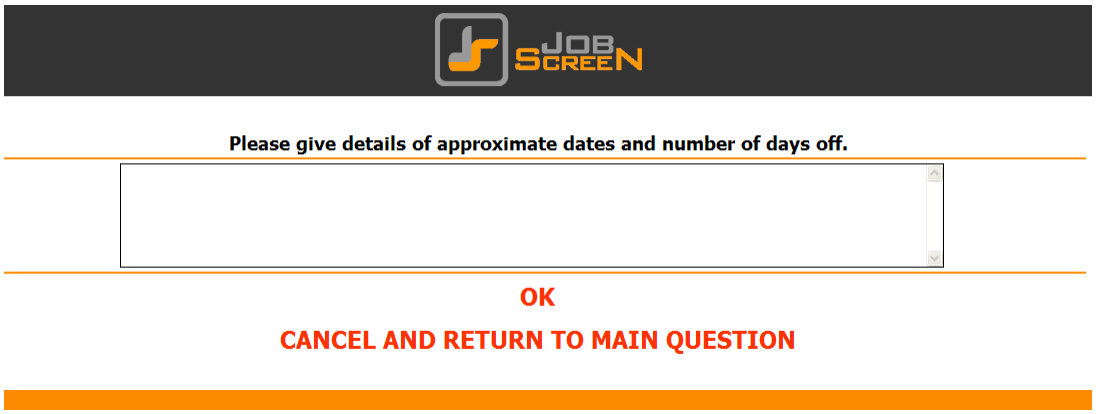
The next line of text is the sub question. (Shown below, bold text)

As with the main question, the candidate can answer either 'YES' or 'NO' to the sub questions by clicking the corresponding buttons (shown below, dark orange text).

To help the candidate give an accurate answer the system has some predefined hints shown above the 'YES' and 'NO' buttons.


JOB SCREEN
The following question is being asked because you answered Yes to:
HAVE YOU EVER SUFFERED FROM A CONDITION AFFECTING YOUR NECK OR BACK?
HAS YOUR CONDITION RESULTED IN YOU TAKING TIME OFF WORK OR EDUCATION IN THE LAST 3 YEARS? (IF YOU WERE UNEMPLOYED AT ANY POINT DURING THIS PERIOD DID THE CONDITION RESULT IN YOU EVER BEING UNAVAILABLE FOR WORK?)
Answer Yes, even if you have taken less than three days at a time.
Answer No if not.
YES
NO

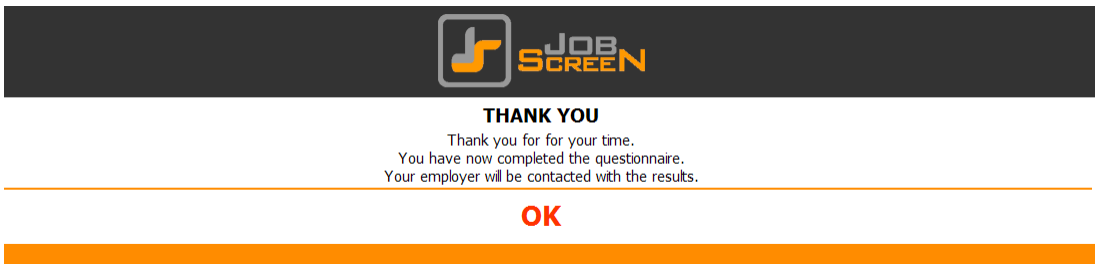
As with the main question, if the candidate answers Yes to the sub question the further details question will be asked in the same format.



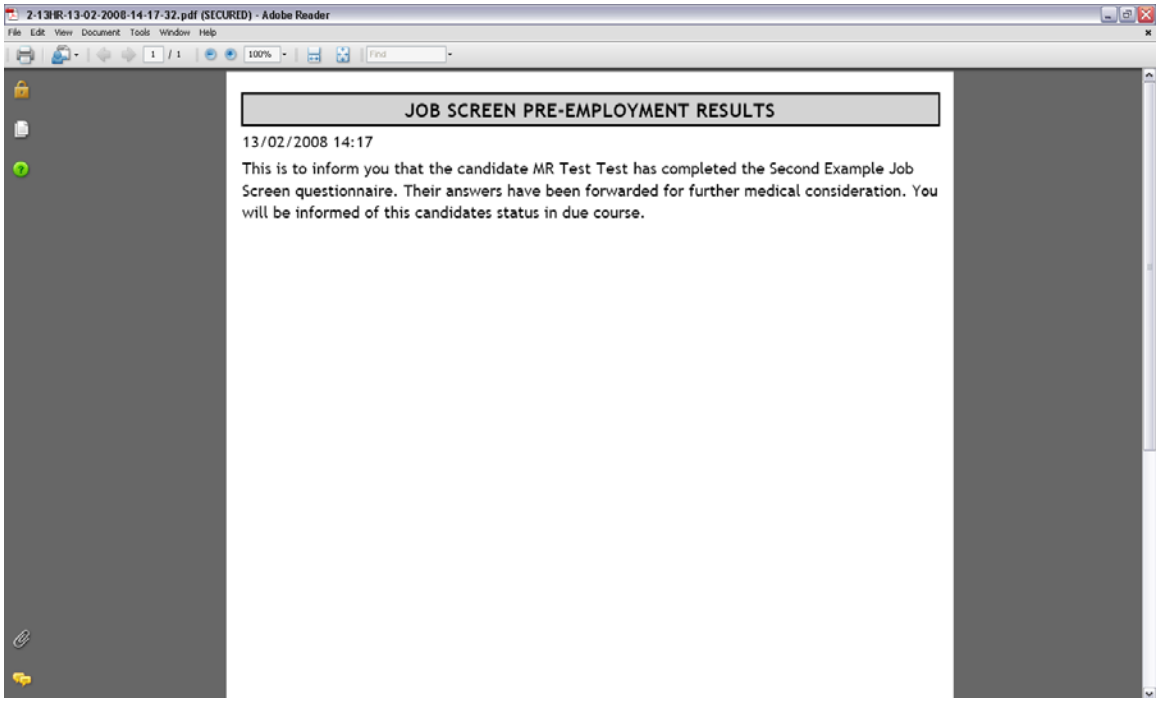

Once the candidate has modified their answer to a main or sub question they will automatically be transferred back to the question summary page.

## 3.11 Questionnaire Complete

Once the questionnaire has been completed by the candidate they will be shown the screen below which shows that all the information that has been added is being processed and that the results have been sent out to the relevant contacts.


JOB SCREEN
THANK YOU
Thank you for for your time.
You have now completed the questionnaire.
Your employer will be contacted with the results.
OK

The responsible HR contact for the candidate will then receive an encrypted PDF listing the results of the questionnaire (example shown below) and if necessary the responsible OH contact will receive a copy of the candidate questionnaire.


2-13HR-13-02-2008-14-17-32.pdf (SECURED) - Adobe Reader
File Edit View Document Tools Window Help
JOB SCREEN PRE-EMPLOYMENT RESULTS
13/02/2008 14:17
This is to inform you that the candidate MR Test Test has completed the Second Example Job Screen questionnaire. Their answers have been forwarded for further medical consideration. You will be informed of this candidates status in due course.

After reading this information the candidate should click the 'OK' button which will exit the system.

# 4.0 Contact Us

If contact to a member of the IMASS team is required, the details can be entered onto the Contact Us page.

Firstly the reason for contacting the team must be selected from one of the following five reasons:

1. Demonstration – The user would like to have a demonstration of the IMASS system.

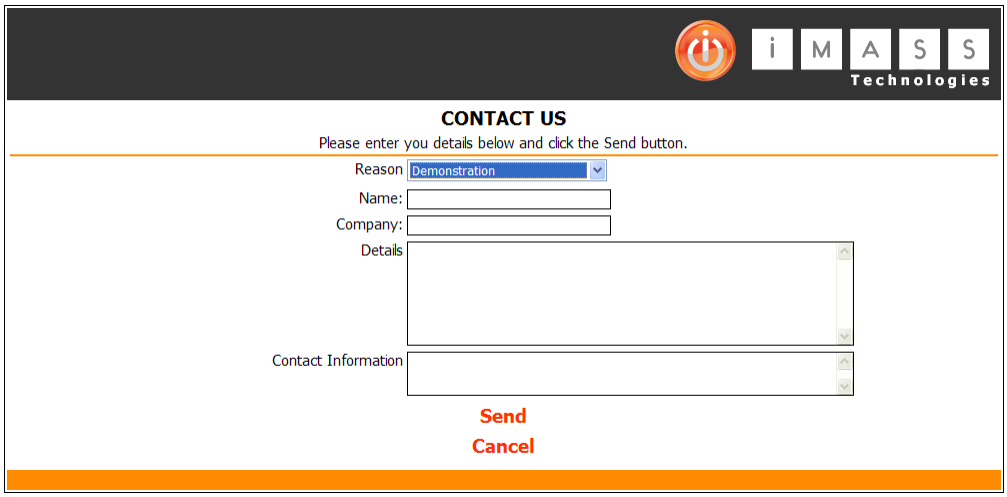
2. Login Credentials – The user is having problems logging in with the credentials that they have been given.

3. General Query – The user has a general query regarding the IMASS system.

4. Error – The user keeps receiving an error while using the IMASS system.

5. Other – The reason for contacting the IMASS team is not one of the above, the user can then specify another reason in a space provided.

The user can then enter their details (name and company), the details of why contact is required and information on how the user would like to be contacted (email address, telephone number, etc.)

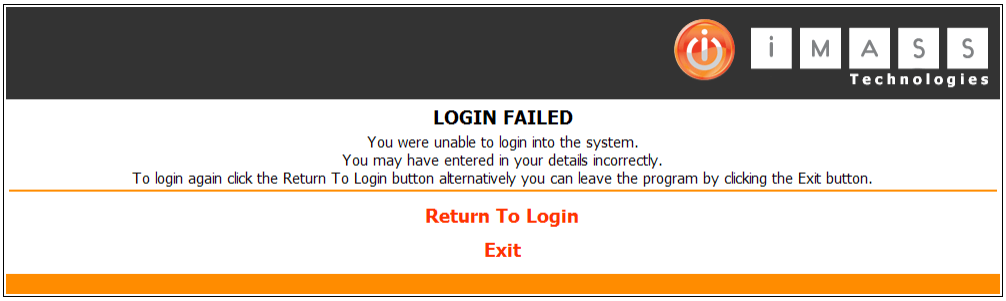



To send the information that has been entered click the 'Send' button. Alternatively cancel this and return to the previous page by clicking the 'Cancel' button.

# 5.0 Failed Screen

The Login Failed screen will be displayed for one of five reasons explained in more detail below:

## 5.1 Login Failed

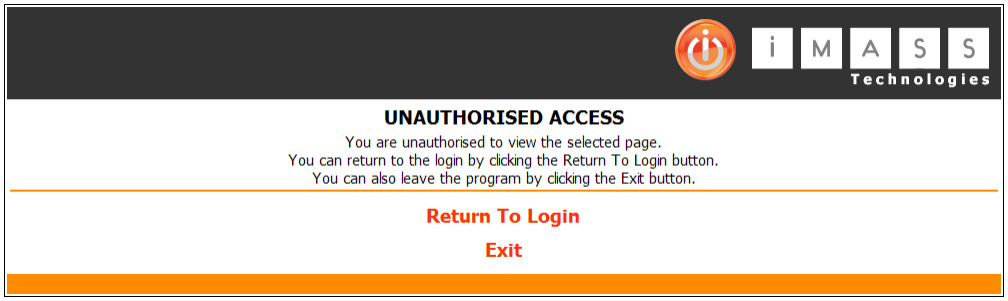

iMASS
Technologies
LOGIN FAILED
You were unable to login into the system.
You may have entered in your details incorrectly.
To login again click the Return To Login button alternatively you can leave the program by clicking the Exit button.
Return To Login
Exit

The Login Failed screen will be displayed if the user has tried to login to the system and has failed to do so.

This indicates that the credentials that have been entered are incorrect.

From this screen the user can return to the Login screen to have another attempt at logging in. Alternatively they can exit the system completely and close the web browser window.

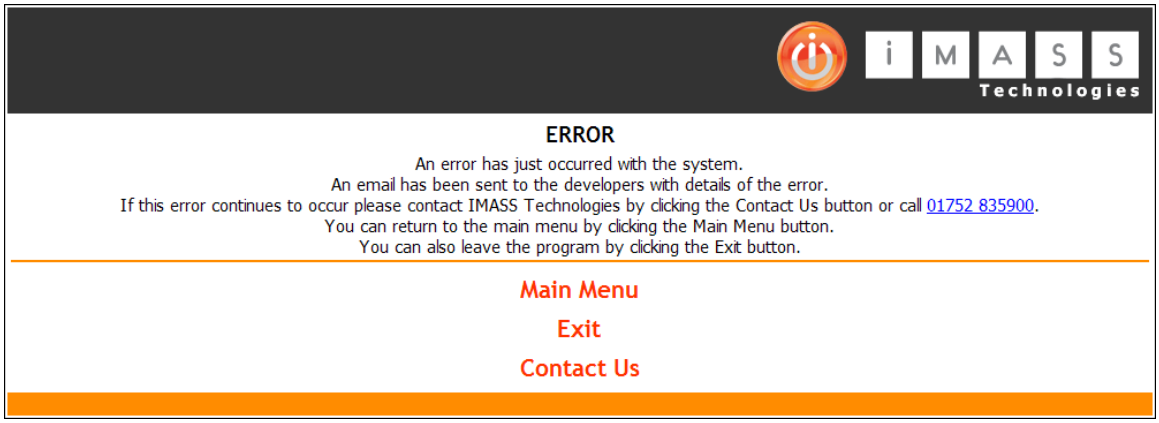
## 5.2 Unauthorised Access


iMASS
Technologies
UNAUTHORISED ACCESS
You are unauthorised to view the selected page.
You can return to the login by clicking the Return To Login button.
You can also leave the program by clicking the Exit button.
Return To Login
Exit

The Unauthorised Access page is displayed when a user attempts to visit a page which according to the role that they have been assigned, they are unauthorised to view.

From this screen the user can return to the Main Menu or exit the system completely and close the web browser.

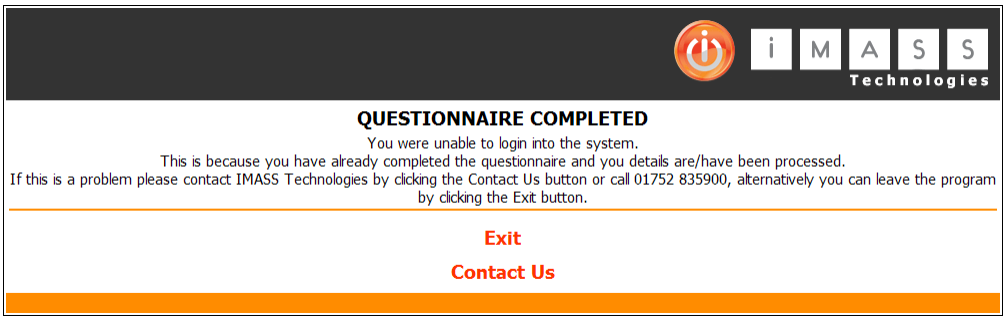
## 5.3 Error


iMASS Technologies
ERROR
An error has just occurred with the system.
An email has been sent to the developers with details of the error.
If this error continues to occur please contact IMASS Technologies by clicking the Contact Us button or call 01752 835900.
You can return to the main menu by clicking the Main Menu button.
You can also leave the program by clicking the Exit button.
Main Menu
Exit
Contact Us

The Error page is displayed when an error has occurred within the system. In addition to displaying this page, the system will auto generate an email which is sent to the support team listing all the details of the error, allowing them to deal with the problem.

From this screen the user can return to the Main Menu, exit the system completely or if this error persists they can contact the Admin team specifically.

## 5.4 Questionnaire Completed


IMASS
Technologies
QUESTIONNAIRE COMPLETED
You were unable to login into the system.
This is because you have already completed the questionnaire and you details are/have been processed.
If this is a problem please contact IMASS Technologies by clicking the Contact Us button or call 01752 835900, alternatively you can leave the program by clicking the Exit button.
Exit
Contact Us

The Questionnaire Completed screen is displayed when the user has attempted to login remotely to the IMASS system, but according to our details they have already completed the questionnaire and the information is/has been processed.

From this screen the user can exit the system completely or contact a member of the IMASS team directly.

# Appendices

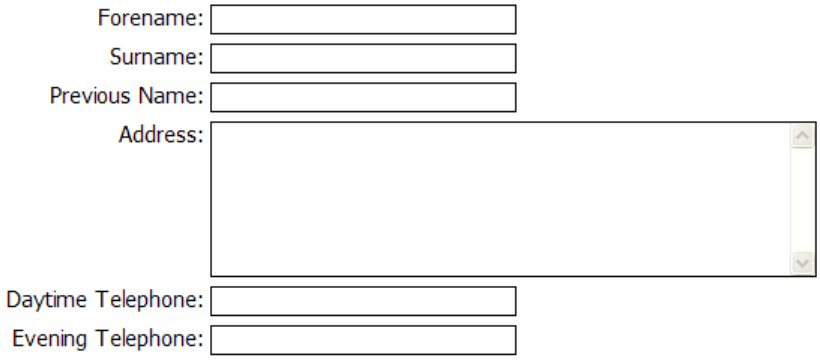
# Appendix 1.0 Validation

To ensure that only values of the correct format are entered into the system a strict validation is carried out.

If the incorrect format is entered the following type of message box will be shown which will list the values that are incorrect.

Windows Internet Explorer
There are the following errors:
- Please enter a forename
- Please enter a surname
- Please enter an address
- Please enter a daytime telephone number
- Please enter an evening telephone number
OK

Also, next to the values that are incorrect, a * symbol will appear.



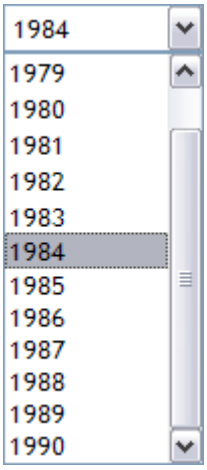
# Appendix 2.0 Calendar

To allow the insertion of dates into the system the user can select the date from a calendar.

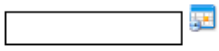
1.) Click the calendar icon button to display the calendar.
2.) Select the month and year from the drop down boxes.

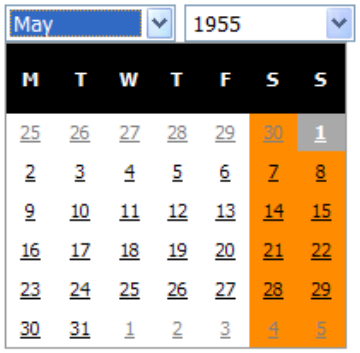
Month

Year




3.) Select the date from the calendar. This will enter the date that has been selected in the correct format into the space provided.



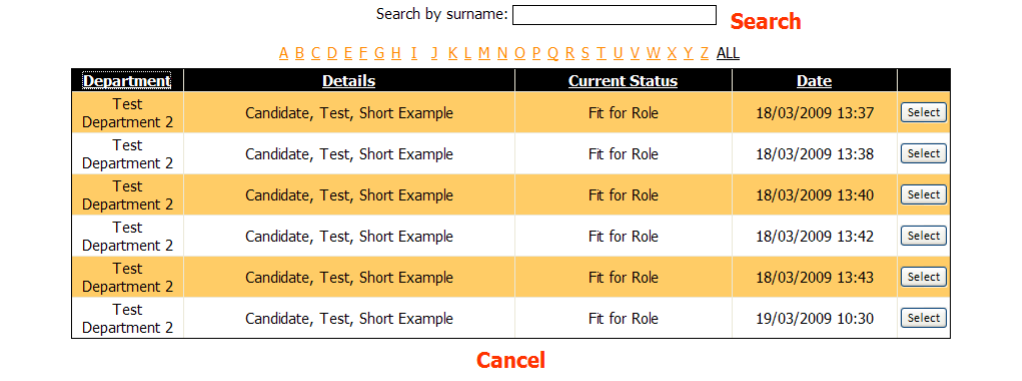


# Appendix 3.0 Candidate Status

| Status | Description |
|---|---|
| Candidate Added | HR has added candidate onto the system. |
| Started Questionnaire | Candidate has started questionnaire by agreeing to the terms and conditions. |
| Entered Personal Details | Candidate has entered Sickness, GP, Alcohol, Smoking, Vaccination details. |
| Completed Questionnaire | Candidate has answered all questions. |
| Fit for Role | Candidate has answered all questions and is declared fit for role. |
| Pending Medical Opinion | Candidate has answered all questions and is pending receiving a medical opinion. |
| Pending Medical Report | Candidate has answered all questions and is pending a medical report. |
| Fit with Restrictions | Candidate has answered all questions and is declared fit for role with restrictions. |
| Unfit for Role | Candidate has answered all questions and is declared unfit for role. |
| Candidate Withdrawn | Candidate has been withdrawn from the system. |
| Paper Based Questionnaire | Candidate has used a paper based questionnaire. |
| Paper Based Questionnaire Received | Candidate's paper based questionnaire has been received by IMASS and is being processed. |

# Appendix 4.0 Tables

Throughout the system, information is displayed in tables which are similar to the one shown below:




At the very top of the table is a search box where you can search the list by entering the first couple letters of the surname, once entered click the Search button to search through the table for a match.

Above a table an alphabet is shown. Clicking a letter restricts the information shown in the table, filtered by first letter of surname.

To re-show the entire list click the 'ALL' button.

The letter of the alphabet highlighted in black is the one that is currently selected.

The table headers (Black) text is underlined. This shows that the information in the table can be sorted by the headers. This is achieved by clicking the text in the header, which initially sorts the information ascending (1 – 10) but if the header is clicked for a second time it will sort the information descending (10 – 1).

The actual information in the tables will be shown in the middle of the tables in orange and white.

Finally at the bottom of the table will be some numbers which represent the different pages of the table.

The number that is not underlined is the page that is currently being displayed.
To view a different page click one of the underlined numbers.

If there are more than 10 pages at the end of the page numbers, will be '...', if this symbol is clicked then the next sequence of pages will be displayed (e.g. 11 – 20).